**SECTION 1: CONTRACTING PARTIES**

|  |  |  |  |
| --- | --- | --- | --- |
| **Buyer Details** | | | |
| Organisation |  | | |
| Contact Name |  | | |
| Job Title |  | | |
| Address |  | | |
| Telephone |  | Email |  |
| Order Reference |  | Date of Order |  |
| **Supplier Details** | | | |
| Supplier |  | | |
| Contact Name |  | | |
| Address |  | | |
| Telephone |  | Email |  |
| Quotation Reference |  | | |

**SECTION 2: VEHICLE SPECIFICATION**

|  |  |
| --- | --- |
| **Vehicle Details** | |
| Make |  |
| Model Description |  |
| Transmission |  |
| Fuel |  |
| Colour |  |
| Optional Extras |  |
| Conversion details |  |
| Quantity |  |

**SECTION 3: VEHICLE LEASE CONTRACT TERMS**

|  |  |
| --- | --- |
| **Contract Terms** | |
| Contract Duration |  |
| Contract Mileage |  |
| **Rental Terms** | |
| Finance Rental |  |
| SMR Included | Yes  No |
| SMR Cost |  |
| Total Rental |  |
| Payment Term |  |

**SECTION 4: DELIVERY**

|  |  |
| --- | --- |
| **Delivery Requirements** | |
| Requested Delivery Date |  |
| Address |  |
| Return Vehicle | Yes  No |
| Return Vehicle Details |  |
| Contact Name |  |
| Telephone |  |
| Email |  |

**SECTION 5: VARIATIONS TO STANDARD CONTRACT TERMS**

|  |  |
| --- | --- |
| **Term** | **Variation required** |
|  |  |

**SECTION 6: DECLARATION**

|  |  |  |
| --- | --- | --- |
| **This Order Form, when completed and executed by both Parties, forms a Call-Off Contract under the Crown Commercial Service RM3710 Vehicle Lease & Fleet framework** | | |
| On behalf of the Buyer | Name |  |
| Job Title |  |
| Date |  |
| Signature |  |
| On behalf of the Supplier | Name |  |
| Job Title |  |
| Date |  |
| Signature |  |