**

**RM3826: Supply Teachers Order Form Template**

**(Short Form)**

**[Buyer guidance:** This Order Form, when completed and executed by both the Buyer and the Supplier, forms a Call-Off Contract from CCS framework RM3826, Supply Teachers and Temporary Staff in Educational Establishments. Signing it ensures that both parties are able to compliantly use the terms and conditions agreed from the procurement exercise. You can complete and execute the Call-Off contract by either physical signature or by using an equivalent document or electronic purchase order system. If an electronic purchasing system is used instead of signing as a hard-copy, the text below must be copied into the electronic order form.]

**Order Form Template**

This Order Form is for the provision of the Call-Off Deliverables. It is issued under the Framework Contract with the reference number RM3826 for the supply of Teachers and Temporary Staff in Educational Establishments.

|  |  |
| --- | --- |
| **Buyer Name** |  |
| **Buyer Contact** |  |
| **Buyer Address** |  |
| **Invoice Address**  **(if different)** |  |

|  |  |
| --- | --- |
| **Supplier Name** |  |
| **Supplier Contact** |  |
| **Supplier Address** |  |

|  |  |
| --- | --- |
| **Framework Ref** | RM3826: Supply Teachers and Temporary Staff in Educational Establishments |
| **Framework Lot** |  |
| **Call-Off (Order) Ref** |  |
| **Order Date** |  |
| **Call-Off Charges** |  |
| **Call-Off Start Date** |  |
| **Call-Off Expiry Date** |  |
| **Extension Options** |  |

**CALL-OFF INCORPORATED TERMS**

The Call-Off Contract, including the CCS Core Terms and Joint Schedules’ can be viewed in the ‘Documents’ tab of the Supply Teacher framework page on the CCS website:

<https://ccs-agreements.cabinetoffice.gov.uk/contracts/rm3826>

No other Supplier terms are part of the Call-Off Contract. That includes any terms written on the back of, or added to, this Order Form, or presented at the time of delivery.

**CALL-OFF DELIVERABLES**

|  |
| --- |
| **The requirement** |
| [**Buyer guidance:** Enter details of your requirement here.  This may include the type of teacher required, specialist subject, any applicable experience or qualifications, and the length of placement for a one-off requirement, or alternatively, it could state the requirements to be delivered by the Supplier to the Buyer in accordance with this Framework reference during the Call-Off Period specified] |

**PERFORMANCE OF THE DELIVERABLES**

|  |
| --- |
| **Key Staff** |
| [Insert contact details of key supplier staff such as Account Manager] |
| **Key Subcontractors** |
| [Insert name of key sub-contractors if required] |

|  |  |  |  |
| --- | --- | --- | --- |
| **For and on behalf of the Supplier:** | | **For and on behalf of the Buyer:** | |
| Signature: |  | Signature: |  |
| Name: |  | Name: |  |
| Role: |  | Role: |  |
| Date: |  | Date: |  |