

QGP0059-19 Legal Services – SOA Order Template – Legal Resources

PART A: CUSTOMER TO COMPLETE									
Date:									
CUSTOMER DETAILS									
Customer name: ABN/ACN: Contact name: Position: Phone: Email: Address:									
ENGAGEMENT DETAILS									
Matter name (where applicable):									
Customer reference:									
Contract start and end dates:									
Customer requirements:	<p>Level of Legal Experience:</p> <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Partner/Principal/Consultant</td> <td><input type="checkbox"/> Solicitor (2 years - 3 years 11 months PQE)</td> </tr> <tr> <td><input type="checkbox"/> Special or General Counsel</td> <td><input type="checkbox"/> Solicitor (<2 years PQE)</td> </tr> <tr> <td><input type="checkbox"/> Senior Associate</td> <td><input type="checkbox"/> Law Clerk / Paralegal</td> </tr> <tr> <td><input type="checkbox"/> Solicitor (4 years+ PQE)</td> <td><input type="checkbox"/> Other</td> </tr> </table> <p>Supervision provided by: <input type="checkbox"/> Customer <input type="checkbox"/> Supplier</p> <p>Committed level: <input type="checkbox"/> Full time <input type="checkbox"/> Flexible / Part-time _____</p> <p>Location of resource: <input type="checkbox"/> Onsite <input type="checkbox"/> Offsite/remote <input type="checkbox"/> Flexible</p> <p><i>[Customer to insert details of the requirements for the Services including area of expertise required (if applicable), work to be conducted/key milestones and/or deliverables. Attach a separate position description if necessary, e.g. if backfilling a role.]</i></p>	<input type="checkbox"/> Partner/Principal/Consultant	<input type="checkbox"/> Solicitor (2 years - 3 years 11 months PQE)	<input type="checkbox"/> Special or General Counsel	<input type="checkbox"/> Solicitor (<2 years PQE)	<input type="checkbox"/> Senior Associate	<input type="checkbox"/> Law Clerk / Paralegal	<input type="checkbox"/> Solicitor (4 years+ PQE)	<input type="checkbox"/> Other
<input type="checkbox"/> Partner/Principal/Consultant	<input type="checkbox"/> Solicitor (2 years - 3 years 11 months PQE)								
<input type="checkbox"/> Special or General Counsel	<input type="checkbox"/> Solicitor (<2 years PQE)								
<input type="checkbox"/> Senior Associate	<input type="checkbox"/> Law Clerk / Paralegal								
<input type="checkbox"/> Solicitor (4 years+ PQE)	<input type="checkbox"/> Other								
Customer's business	<i>[Customer to insert details of their business that may be applicable to the role to assist the Supplier in selecting the right Resource]</i>								
Contract governance requirements:	<i>[Specify here any specific governance requirements in addition to those outlined in the SOA Details e.g.]</i>								
Additional information:									

PART B: SUPPLIER TO COMPLETE	
Date:	
SUPPLIER DETAILS	
Supplier details	Supplier name: Contact name: Position: Phone: Email: Address:
Resource/s:	Name: Position: Phone: Email: Role/key obligations: Level of involvement:
	Name: Position: Phone: Email: Role/key obligations: Level of involvement:
CONFLICT OF INTEREST DETAILS	
Conflicts of Interest:	<p>The Supplier has made diligent inquiry whether <i>[name of Supplier]</i> has any Conflict of Interest if <i>[name of Supplier]</i> were to provide the Services described in this SOA Order and has disclosed any Conflict of Interest below.</p> <p>Disclose any Conflicts of Interest:</p> <p>If a Conflict of Interest is disclosed, specify any Conflict of Interest management plan that will be put in place if the Customer wishes to engage the Supplier.</p>
MATTER DETAILS	
Scope of work and proposed management approach to the matter:	
Assumptions:	

PRICE DETAILS	
Price (excluding GST):	Price Model: <input type="checkbox"/> Hourly rate <input type="checkbox"/> Daily rate <input type="checkbox"/> Alternative fee arrangement _____
	Price: \$
	Invoice frequency / payment milestones:
	<i>[Supplier should insert details of how it will price the matter. This should be in a form of a quote and clearly set out how the quote was arrived at. Innovative fee arrangements are encouraged where appropriate. The maximum hourly rates are set out in the SOA Details].</i>
ADDITIONAL INFORMATION	
Additional information:	