

QGP0059-19 Legal Services – SOA Order Template

PART A: CUSTOMER TO COMPLETE	
Date:	
CUSTOMER DETAILS	
	Customer name: ABN/ACN: Contact name: Position: Phone: Email: Address:
MATTER DETAILS	
Matter name:	
Customer reference:	
Category of Law:	
<input type="checkbox"/> 1. Major Projects <input type="checkbox"/> 2. General and Transactional Property <input type="checkbox"/> 3. Planning & Environment <input type="checkbox"/> 4. Energy & Resources <input type="checkbox"/> 5. Compulsory Acquisitions <input type="checkbox"/> 6. Building & Construction	<input type="checkbox"/> 7a. General Corporate and Commercial <input type="checkbox"/> 7b. Competition Law <input type="checkbox"/> 7c. Banking & Finance <input type="checkbox"/> 8. Taxation & Revenue <input type="checkbox"/> 9. Workplace & Industrial
	<input type="checkbox"/> 10. Information and Communications Technology & Intellectual Property <input type="checkbox"/> 11. Litigation <input type="checkbox"/> 12. Prosecutions & Advocacy <input type="checkbox"/> 13a. Health Law <input type="checkbox"/> 14. Public and Administrative Law
Customer requirements:	<i>[Customer to insert details of the requirements for the Services. Attach a separate scope of work if necessary, e.g. if there are a number of deliverables or detailed instructions.]</i>
Time for performance (Contract start and end dates):	
Key Personnel required:	
Key milestones:	
Contract governance requirements:	<i>[Specify here any specific governance requirements in addition to those outlined in the SOA Details e.g. providing additional reports, attending meetings, escalation process for issues relating to the Contract, or any other requirements for 'relationship management'.]</i>
Additional information:	

PART B: SUPPLIER TO COMPLETE	
Date:	
SUPPLIER DETAILS	
Supplier details	Supplier name: Contact name: Position: Phone: Email: Address:
Key Personnel:	Name: Position: Phone: Email: Role/key obligations: Level of involvement:
	Name: Position: Phone: Email: Role/key obligations: Level of involvement:
Other personnel (optional):	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:	The Supplier has made diligent inquiry whether <i>[name of Supplier]</i> or its Personnel have 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>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>
AVAILABILITY	
If the Supplier is unable to provide the services within the time requested, please provide an alternate timeframe.	
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"/> Capped fee <input type="checkbox"/> Fixed fee <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:	