

**OFFICIAL ORDER NO. ....**  
**ISSUED PURSUANT TO THE GITC HEAD AGREEMENT WITH THE CONTRACTOR**

*Delete or clarify which items are not to apply*

- A. Types of Products/Services Ordered**  
 (i) Software Licence; and/or (ii) Software Development; and/or (iii) Software Support

**B. Official Order Detail**

**Part I - General Details**

Item No.	Order Details	GITC Clause Ref.	Response to Order Details
1.	GITC Agreement Number	1.1	
2.	Customer	1.1	
3.	Contractor	1.1	
4.	Officer to Receive Invoice	42.4(e)	
5.	Delegate	1.1	The Customer's IT Manager or as otherwise nominated by the Customer.
6.	Diary	51.13	Not Applicable
7.	Payment (Product)	42.1	Due on AAD.
8.	Terms of Payment	42.3	30 Days after receipt of a correctly rendered invoice.
9.	Future Payment	45.2	Clause 7 applies.
10.	Travel Expenses	46	Not applicable.
11.	Credit Card Facility	20	Not applicable.
12.	Unconditional Financial Undertaking	47.1	Not applicable.
13.	Performance Guarantee	48.1.	Not applicable.
14.	Insurance Requirements	49.1	Not applicable.
15.	Joint Insurance	49.2	Not applicable.
16.	Confidential Information	19.4	Not applicable.
17.	Secrecy and Security	74	The Customer requires the Contractor to arrange for its employees, agents or sub-contractors engaged in the performance of the Contract to sign a Deed of Confidentiality substantially in the form of Schedule 10 relating to non-disclosure of Confidential Material or Private Material and the Contractor must arrange for all such Deeds to be signed promptly and returned to the Customer together with the signed copy of this Official Order. These Deeds must be in a form satisfactory to the Customer.
18.	Liquidated Damages	69.1	Not applicable.
19.	Contractor Management Services	51.4	Not applicable.
20.	Management Committee	51.5 51.7	Not applicable. Not applicable.
21.	Staged Implementation and Termination	77.1	Not applicable.
22.	Notices	83.1 83.2	Standard provision applies.
23.	Limitation of Liability	68.4	Not applicable.

24.	Additional Conditions	84	
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Delete or clarify if this Part is not relevant

**Part II - Software Licence Details (if applicable)**

25.	Licensed Software	1.1	The Software to be licensed is as follows:-  The fees to be paid for the Licensed Software:
26.	Contractor's Specifications	1.1	All specifications communicated to the Customer and all current applicable published specifications.
27.	Customer's Functional Specifications	10	All written specifications provided by the Customer to the Contractor.
28.	Class of Licence	105.2 105.3 106	The class of licence is [            ]  The number of copies of the Licensed Software available to the Customer will be:  The period of the licence shall be:-
29.	Supply	107.1 41.1	Number of copies is [            ]  Medium is to be [            ]
30.	Documentation	64.1 64.2	One copy (hard copy and disc.).  As agreed between the Parties.
31	Warranty Period (Licensed Software)	1.1	90 days from the AAD.
32.	Training	65	Not applicable
33.	Location	1.1	The Licensed Software is to be operated at the following places:-
34.	Designated Operating Environment	1.1	As specified in the Contract Specifications.
35.	Site	1.1	The Licensed Software is to be installed at:-
36.	Site Specification and Site Preparation	61.1 61.4	Not applicable.  Customer responsible for site preparation.
37.	Access Date	1.1	
38.	Acceptance Testing (Product)  [Will Acceptance Testing be carried out]  [Commencement Date of Acceptance Testing]  [Hours of Testing during each working day]  [Period of Test]  [Testing by Contractor on Customer]  [Contractor supplied elements for testing]	55.1 55.13 55.15 55.16 55.17 55.30	Not applicable.

39.	Project, Implementation and Payment Plan	1.1	Not applicable.
40.	Escrow of Source Code	50.1	Clause 50 applies

**Part III - Software Support Details (if applicable)**

41.	Supported Software	1.1	The Licensed Software.
42.	Site (Services)	1.1	The Support Services are to be performed at:-
43.	Payment (Service) [Support Services]	42.2	The fees payable for the Support Services are due:  The following charges shall apply:-
44.	Provision of Support Service	124	The following services will be provided:- [                    ]  The services will be provided for the following period:- [                    ]
45.	Updates and New Releases	126.1 126.2	Not applicable - standard term applies. No charges shall apply.

**Part IV - Software Development Details (if applicable)**

46.	Project, Implementation and Payment Plan for Software Development	1.1	
47.	Site where Software Development is to be performed	1.1	The services are to be performed at:
48.	Payment for Software Development	42.2	The fees payable for the Software Development are due:  The following charges shall apply:
49.	Contractor's Specifications for Software Development	1.1	All specifications communicated to the Customer and all current applicable published specifications
50.	Customer's Functional Specifications for Software Development	10	All written specifications provided by the Customer to the Contractor and including:
51.	Site Specification and Site Preparation for Software Development	61.1 61.4	Customer responsible for Site Preparation
52.	Access Date for Software Development	1.1	
53.	Warranty Period for Developed Software	1.1	
54.	Acceptance Testing (Developed Software)	55.1	
	[Will Acceptance Testing be carried out]	55.1	
	[Commencement Date of Acceptance Testing]	55.13	
	[Hours of Testing during each working day]	55.15	
	[Period of Test]	55.16	
	[Testing by Contractor of Customer]	55.17	
	[Contractor supplied elements for testing]	55.30	

Delete or clarify if this Part is not relevant

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55.	Customer Supplied Items (CSI)	54.1 54.2 54.11	
56.	Designated Operating Environment in which Developed Software is to be used	1.1	As specified in the Contract Specifications:- [ ]
57.	Specified Personnel	1.1 114.3	
58.	Provision of Deliverables in relation to Software Development	115.2 115.1	
59.	Methodology for Software Development Procedure	120.1	
60.	Source Code	123.1  123.2	The following Source Codes required: [ ]  Not applicable.

**C. Person who has authorised Submission of this Order**

Name: ..... Title.....

Signature:.....Date: / /200

**D. List of Attachments**

The following annexures are attached:  
[Set out particulars of any annexures]

**E. Order Form Prevails**

In the event of any inconsistency between the Official Order and any document attached to or expressly incorporated as part of the Official Order the content of the Official Order shall prevail.

**F. Acknowledgment of Contractor**

The Contractor hereby accepts all aspects of the Order. In witness whereof the Contractor has signed this Order Form on the  
day of 200 ... :

SIGNED for and on behalf of the )  
Contractor by )  
(who by this execution warrants his )  
authority to so sign) in the presence of:- )

.....  
Witness

**OR**

THE COMMON SEAL of )  
[Name of Contractor and ACN] )  
has hereunto been duly affixed in )

the presence of:-

)

.....  
Director

.....  
Secretary

**G. Acknowledgement of Contract Authority (if applicable)**

The Contract Authority hereby agrees to consent to the inclusion of the Additional Conditions and agrees that to the extent of any inconsistency between these provisions and any others that these provisions shall take priority.

.....  
Director

Example Only