

ANNEX F -SERVICE ORDER FORM

From: [ssc.telephoneinventoryservices-servicesinventairetelephonique.spc@canada.ca](mailto:ssc.telephoneinventoryservices-servicesinventairetelephonique.spc@canada.ca)

To: The e-mail address for the Contractor representative point of contact for the overall management of the SO.

To be completed: Parts 1,2,3,4, 6 by TA or by SSC authorized employee | Parts 5, 8 by Contractor | Part 7 by CA (if applicable)

PART 1			
Contractor Name:		Contract #:	
Service Order #:		Date:	
Service Order Revision#:		Priority Level (Regular or Express):	
PART 2 : Action Type (Description of the service or product to be ordered)			
PART 3: Date required:			
PART 4: Delivery Location:			
Site Contact:			
PART 5 : Contractor Price			
Description of Service	Price	Number of items provided	Total
			\$
			\$
		Total (before taxes)	\$
		Applicable Taxes	\$
		Total (with taxes)	\$
Quote number:		Quote attached.	
PART 6 Technical Authority Approval (For Services orders ≤ \$ 10,000.00 (Applicable Taxes included)			
Signature		Date	
Print Name and Position		Telephone	
PART 7 Contracting Authority Approval (For Services orders ≥ \$ 10,000.01 (Applicable Taxes included)			
Signature		Date	
Print Name and Position		Telephone	