

# OFFICIAL ORDER FOR WORKS, GOODS OR SERVICES

## About this Order

This is an important document. It states

- what we require you to supply or carry out
- the agreed price
- the time within which the contract is to be performed
- other agreed terms.

Please contact us as soon as possible if you have any query.

## Contract Terms

### 1. Insurance

You must have Public Liability insurance cover of a minimum of £5 million and provide evidence of such on request.

### 2. Statutory Obligations

You must ensure that in fulfilling this contract all statutory requirements are complied with including those relating to goods or services supplied.

### 3. Default

If you fail to perform your obligations within the time allowed, the Council may:

- 3.1 Determine the contract, either in whole or part.
- 3.2 Do whatever is necessary to make good the default.
- 3.3 Recover from you the additional expenses of doing either of the above.

### 4. Corruption

The Council may cancel the contract if you are guilty of any corrupt practice involved with obtaining or carrying out the contract.

### 5. Payment – Help us to pay you promptly

- 5.1 Please help us to settle your invoice promptly. Your invoice must show clearly the work or services or materials you are charging for. We are not able to accept invoices with just reference numbers as a description as this makes it impossible to check your invoice properly.
- 5.2 **You must address your invoice to Runnymede Borough Council and you must clearly state the Official Order number and the name of the Council Officer or Department you are dealing with.** This will ensure that your invoice is passed quickly to the person authorising payment to you and is not returned to you for completion.
- 5.3 You must ensure that your invoice complies with the latest VAT requirements, and that any discounts are clearly shown.
- 5.4 Payment will be made within 30 days of receipt of a valid invoice.