

As discussed at our call last week I have prepared a list of items that an Order/Quotation/Statement of Work should include at a minimum. Please review the below list and let me know if you have any questions.

- Customer details for legal and account notices (full legal entity name, ABN, address, contact name, phone number and email address)
- Centra details for legal and account notices (full legal entity name, ABN, address, contact name, phone number and email address)
- Commencement Date
- Initial Term
- Ordered Products and Services (including applicable Service Schedules and description of service, hardware, software)
- Supported Items
- Your Premises
- End Users
- Permitted Purpose
- Fees and payment terms
- Early Termination Fee (if any)
- Third Party Provider terms and conditions (if applicable)