NOTE TO CONTRACTOR

The below Schedule A must be read in conjunction with the Queensland Government's Short Form Conditions of Contract (referencing the Short Form Contract Schedule) Version 005 – dated 1 July 2012 located via www.hpw.qld.gov.au – under '*Supply and disposal/Government procurement*'.

The Short Form Conditions of Contract (referencing the Short Form Contract Schedule) Version 005 – dated 1 July 2012 along with the below Schedule A will govern the Contract.

SCHEDULE A - ORDER

ITEM	Reference Clause No.	INFORMATION	DETAILS
1.	1.1	**Customer**	Name: State of Queensland (acting through <<insert name of Queensland Government department or agency>>) ***OR*** <<insert name of entity, if not the State of Queensland>> ABN/ACN: <<insert Customer's ABN/ACN>> Address: <<insert Customer's address>> Name: <<insert name of Customer's contact officer>> Telephone: <<insert telephone number>> Facsimile: <<insert facsimile number>> Email: <<insert email address>>
2.	1.1	**Contractor**	Name: <<insert full name of Contractor>> ABN/ACN: <<insert Contractor's ABN/ACN>> Address: <<insert Contractor's address>> Telephone: <<insert Contractor's telephone>> Facsimile: <<insert Contractor's facsimile>> Email: <<insert Contractor's email>> Contact Person: <<insert name of the person representing the Contractor for the Contract>>
3.	1.1	**Contract Term**	<<specify the term of the Contract>>
4.	1.1	**Additional Provisions**	<<if applicable, specify any Additional Provisions which have been agreed between the Customer and Contractor>>
5.	1.1 & 4.2	**Approved Expenses**	<<insert expenses for which the Contractor will be entitled to be reimbursed>>
6.	1.1 & 3	**Goods and/or Services**	<<specify the Goods and/or Services which are to be delivered under the Contract>
7.	1.1 & 4	**Price**	<<specify the pricing details for the Goods and/or Services>>
8.	1.1 & 3.1	**Delivery Date / Delivery Period**	<<specify the date or period which the Goods are to be supplied and/or the Services are to be performed>>
9.	3.3	**Provision of Goods**	<<specify if the Goods are to be other than new and unused condition and of recent origin>>

10.	7	**Intellectual Property Rights** Clause 7.1 applies • If "**YES**" Intellectual Property Rights in the Contract Material vest in the **Customer**. **OR** Clause 7.2 applies • If "**YES**" Intellectual Property Rights in the Contract Material vest in the **Contractor** with licence rights to the Customer for Customer use.	**Yes** ☐ **OR** **Yes** ☐
11.	12.1 (b)	**Insurance – Public Liability** Is Public Liability insurance required? *Public liability insurance covers liability for personal injury and property damage. Typically the amount is at least $10 million per claim depending upon the Risk Assessment.*	**Yes** ☐ **No** ☐ If "**YES**" then please specify the following: Sum Insured: <<insert amount to be insured>> Policy No.: <<insert policy number>> Insurance Provider: <<insert insurance provider>> Named Insured: <<insert name on the policy>> Expiry Date of Policy: <insert expiry date of policy>>
12.	12.1(c)	**Insurance - Other insurances** Is any other insurance required? (e.g. Professional Indemnity insurance)	**Yes** ☐ **No** ☐ If "**YES**" then please specify the following: Type of insurance: <<the type of insurance>> Sum Insured: <<insert amount to be insured>> Policy No: <<insert policy number>> Insurance Provider: <<insert insurance provider>> Named Insured: <insert the name on the policy>> Expiry Date of Policy: <<insert the expiry date>>
		If Professional Indemnity Insurance is required then the following must be completed: Is the Professional Indemnity insurance to be maintained for an alternative period? (i.e. other than four years after the completion or termination of the Contract) • If "**YES**" then specify the alternative period Is the Contractor a member of a scheme approved under the Professional Standards Act 2004 (Qld)? • If "**YES**" please specify and attach a copy of the applicable scheme.	**Yes** ☐ **No** ☐ Alternative Period: <<insert the alternative period>> **Yes** ☐ **No** ☐