

Customer Details

Customer:	(name of company or organisation and registered number if applicable) (the "Customer")
Customer Contact:	(person's name, phone, email)
Registered Address:	Organisation's Official Address
Invoice Address:	Organisation's Address for Invoices
Invoice Contact:	(name, phone, email)
Installation Address:	Installation or Delivery Address
Installation Contact:	(name, phone, email)

EQUIPMENT

Equipment or Software

Proposal Reference	
Equipment ordered and price	
Delivery Costs	

SERVICES

Professional Services or Call Routing and Line Rental

Proposal Reference	
Services ordered and price	
Special Terms	

Maintenance of Telecoms, Video-Conferencing or Network Equipment

System:					
Maintenance Level:		Platinum <input type="checkbox"/>	Gold <input type="checkbox"/>	Silver <input type="checkbox"/>	Bronze <input type="checkbox"/>
Quantity	Product Description	Product Codes			
Maintenance Fee per annum: £ plus VAT					
Network Carrier:					

Maintenance of Reprographic Equipment

Devices	Price in Pence / A4 Sheet	
(one row per device, identify any supported peripherals)	Mono	Colour
	Mono	Colour
	Mono	Colour
	Mono	Colour
Standard toner included? Yes <input checked="" type="checkbox"/> or No <input type="checkbox"/>		

Order

Document Management / Scanning Software or Maintenance of Reprographic Software

Order Code	Software	Description	Quantity

Invoicing: £ Quarterly in advance or Annually in advance

Cloud and Hosting Solutions

Proposal Reference	
Services ordered and price	
Special Terms	

Mobile Telephony Solutions

Network:	
Price Plan:	
Equipment Fund:	
Minimum Term:	

Monitoring Service

Service Details			
Emergency contact			
Emergency mobile number		Billing Period:	
Deposit:	3 x monthly fee below	Billing Frequency:	Monthly in advance
Service breakdown			
Set up charge	No. of unmanaged devices	No. of managed devices	Total monthly fee

Connectivity Services

Service Details							
Emergency contact							
Emergency mobile number		Billing Period:		Billing frequency:		Monthly in advance	
Service type:	Managed	Customer PO no.					
Deposit:	Equal to one quarter of the Annual Fees set out below.						
Installation Details							
ADSL phone number/s:		IP Requirements					
Service Breakdown							
Postcode	Speed	Bearer	Floor	Room	Rack/Wall/Location	One Off Fees	Annual Fees
Total cost ex VAT							

Special Terms: None.

Order

Statement of Works

Proposal Reference	
Project Overview and price	

The Customer hereby confirms that the above details are correct and, having read this Order Form, and the General T&Cs (That can be found at (www.cvdgroup.com/legal) and Schedules attached to it, the Customer makes an offer to be bound solely by the terms of the Agreement as defined in the General T&Cs. The Customer's attention is drawn particularly to the clauses relating to termination fees, and exclusions of liability in the General T&Cs.

Agreed by:

The Customer

**Authorised
Signature:**

Name:

Title:

Date:

Charterhouse Voice & Data

**Authorised
Signature:**

Name:

Title:

Date:
