

Schedule 1 –

Price and Payment Terms

<Contract title and reference number>

<Customer name>

<Supplier name>

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| --- |
| INSTRUCTIONS FOR USING THIS DOCUMENT (TO BE DELETED IN FINAL VERSION OF SCHEDULE WHICH IS ATTACHED TO EXECUTED CONTRACT)This is a template Price and Payment Terms document for use with the Comprehensive Contract Conditions - ICT Products and Services. If a Project Implementation and Payment Plan (Schedule 2) is required for the Contract, this Schedule 1 is not required to be completed and Schedule 2 should be completed instead.  The yellow highlighted sections need to be completed.  If the Customer has specific requirements in the way it wants the Supplier to describe pricing (e.g. by completing a table, or a pricing template in Excel format) then it must attach or set out the pricing schedule the Supplier is to complete. The Customer should amend this Schedule 1 to set out any other pricing requirements not already addressed. |

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# Price

<<If the Customer has specific requirements in the way it wants the Supplier to describe pricing (e.g. by completing a table, or a pricing template in Excel format) then it must attach or set out the pricing schedule the Supplier is to complete.

Itemise all amounts that the Customer is to pay in relation to the Contract, as well as totals. Identify the Pricing method (e.g. lump sum, fixed price, time and materials including rate card). The GST component is to be separately identified.

If the Customer requires that a maximum total Price be specified for the Contract (which may not be exceeded except as expressly stated in the Contract, unless the Customer consents), then this should be specified here.>>

* 1. **Expenses**

<<Where expenses will be charged, the Supplier must provide an estimated forecast for expenses over the life of a Contract, and explain any assumptions that those calculations are based on. If the Supplier cannot forecast expenses, the Supplier must include details of how expenses will be calculated.>>

* 1. **Price reviews** **(including during any extension period(s))**

<<If all or some of the Prices will be changed during the term of the Contract, the Supplier must clearly set out the times that the review will occur (including whether the Prices will change during the Term or the applicable extension options) and the Price review mechanism.>>

* 1. **Payment plan/milestones**

The Supplier may invoice the Customer after successful achievement of the milestones as follows:

<<Insert payment plan for when the Customer will be invoiced for Products/Services provided to Customers (e.g. the timetable for payments, the amount of each payment and the milestone / Deliverables that each payment relates to).>>

<<Specify whether all invoices are payable within 30 days of receipt or an alternative timeframe.>>

* 1. **Retention of money**

<<Specify whether the Customer may retain a proportion of an invoiced amount for the due and proper performance of the Supplier’s obligations under the Contract. The following template table may be of assistance:>>

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Milestone** | **Total Price for milestone** | **Retained proportion of the Price** | **Retention period** | **Payment trigger** |
| <<insert>> | <<insert>> | <<insert>> | <<insert>> | <<insert (e.g. the trigger for payment to the Supplier of the retained amount may be the end of the Warranty Period or such other nominated period)>> |

* 1. **Rates for additional Products and Services (if applicable)**

<<Specify the rates for any additional Products and Services which may be procured by the Customer under the Contract (e.g. additional Products and Services to be provided under a Statement of Work, additional Products and Services to be provided as a result of a Change or additional services under a Module where the Supplier is not otherwise responsible for rectifying a Defect).>>

* 1. **Payment methods**

<<Specify how the Customer can make payment (including whether corporate credit card is accepted).>>

* 1. **Discounts or rebates**

<<Insert details of any applicable discounts (e.g. trade discounts, early payment discounts, volume discounts) or rebates.>>

* 1. **Address details for invoice**

<<Insert name and address details for delivery of invoices.>>

* 1. **Other pricing information**

<<Insert any other matters which may affect the Prices. The Prices will not be changed in response to any event which is not described here.>>