## QGP0059-19 Legal Services – SOA Order Template – Legal Resources

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| **PART A: CUSTOMER TO COMPLETE** | | |
| Date: |  | |
| **CUSTOMER DETAILS** | | |
| Customer name:  ABN/ACN:  Contact name:  Position:  Phone:  Email:  Address: |  | |
| **ENGAGEMENT DETAILS** | | |
| Matter name (where applicable): |  | |
| Customer reference: |  | |
| Contract start and end dates: |  | |
| Customer requirements: | Level of Legal Experience:  Partner/Principal/Consultant  Special or General Counsel  Senior Associate  Solicitor (4 years+ PQE) | Solicitor (2 years - 3 years 11 months PQE)  Solicitor (<2 years PQE)  Law Clerk / Paralegal  Other |
| Supervision provided by:  Customer  Supplier  Committed level:  Full time  Flexible / Part-time \_\_\_\_\_\_\_\_\_\_\_\_\_  Location of resource:  Onsite  Offsite/remote Flexible | |
| *[Customer to insert details of the requirements for the Services including area of expertise required (if applicable), work to be conducted/key milestones and/or deliverables. Attach a separate position description if necessary, e.g. if backfilling a role.]* | |
| Customer’s business | *[Customer to insert details of their business that may be applicable to the role to assist the Supplier in selecting the right Resource]* | |
| Contract governance requirements: | *[Specify here any specific governance requirements in addition to those outlined in the SOA Details e.g.]* | |
| Additional information: |  | |
| **PART B: SUPPLIER TO COMPLETE** | | |
| Date: |  | |
| **SUPPLIER DETAILS** | | |
| Supplier details | Supplier name:  Contact name:  Position:  Phone:  Email:  Address: | |
| Resource/s: | Name:  Position:  Phone:  Email:  Role/key obligations:  Level of involvement: | |
| Name:  Position:  Phone:  Email:  Role/key obligations:  Level of involvement: | |
| **CONFLICT OF INTEREST DETAILS** | | |
| Conflicts of Interest: | The Supplier has made diligent inquiry whether *[name of Supplier]* has any Conflict of Interest if *[name of Supplier]* were to provide the Services described in this SOA Order and has disclosed any Conflict of Interest below.  Disclose any Conflicts of Interest:  If a Conflict of Interest is disclosed, specify any Conflict of Interest management plan that will be put in place if the Customer wishes to engage the Supplier. | |
| **MATTER DETAILS** | | |
| Scope of work and proposed management approach to the matter: |  | |
| Assumptions: |  | |
| **PRICE DETAILS** | | |
| Price (excluding GST): | Price Model:  Hourly rate  Daily rate  Alternative fee arrangement\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| Price: $ | |
| Invoice frequency / payment milestones: | |
| *[Supplier should insert details of how it will price the matter. This should be in a form of a quote and clearly set out how the quote was arrived at. Innovative fee arrangements are encouraged where appropriate. The maximum hourly rates are set out in the SOA Details].* | |
| **ADDITIONAL INFORMATION** | | |
| Additional information: |  | |