## 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 [ ]  SupplierCommitted 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: |  |