***Information: The Supplier will complete and send this to your HOD /finance. You/finance will need to provide the PO number and return to the Supplier. The supplier should send you an email saying they accept the order.***

**CONTRACT PARTICULARS**

**PURCHASE OF RELOCATION SERVICES**

|  |  |
| --- | --- |
| Supplier: | Supplier |
| University: | University College London |
| University Contact: | x |
| Supplier’s Relocation Manager: | x |
| Services to be Supplied: | See Quote reference: XXX |
|  |  |
| Contract Documents: |  |
| * 1. Purchase Order Number
 | [xxx] |
| * 1. Contract Particulars and associated documents
 |  |
| * 1. Terms and Conditions for the Purchase of Relocation Services
 | UCL-PS-385-\* |
| * 1. Framework Agreement
 | UCL-PS-385-\* |

\* Lexicon Relocation (formerly Connells) = A

 Pickfords = B

 Robinsons = C