

Name

Job Title

Access Services (HK) Ltd

Rm 1117 Tuen Mun Central Square,

No. 22 Hoi Wing Road

Tuen Mun, Hong Kong

Enter Customer Contact Name

Enter Customer Address

Your Ref: Enter Customer Company No or Ref

Our Ref: Enter our Internal Quotation Reference e.g. 202201XXXQ001

Tuesday, March 29, 2022

Dear Enter Customer Contact Name

RE: Enter the Project Name

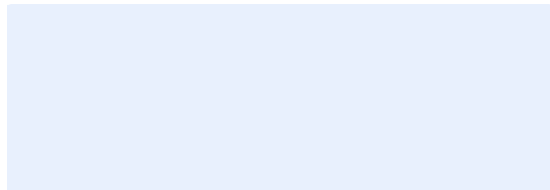
Thank you for your recent enquiry regarding the above opportunity. I am pleased to enclose a quotation for the above services.

Our price to complete the scope as set out in the attached draft Works Order is **[If Type B Services (Works and Services), insert: the price payable by the Customer, including:**

I hope this meets with your requirements should you wish to accept our offer, please sign and return it back to me at the address above.

Alternatively, should you have any further clarifications or queries please don't hesitate to get in touch. I look forward to hearing from you soon.

Yours Sincerely



Name


Job Title

Access Services (HK) Ltd

HARGREAVES HONG KONG
QUOTATION AND WORKS ORDER FOR THE SUPPLY OF LABOUR OR WORKS AND SERVICES TO A CUSTOMER

This Works Order is made between the Hargreaves Hong Kong entity and the Customer identified in the table below and is made on and subject to the *Hargreaves Hong Kong - Conditions of Contract for the Supply of Labour or Works and Services* (the “Conditions”), which are attached to this Works Order or, if not attached, are available online at <https://hargreaves.asia/information-for-suppliers/> or <https://www.hsgplc.co.uk/terms-and-conditions/>.

All capitalised terms used within this Works Order shall have the meanings given to them under the Conditions.

Hargreaves Hong Kong entity	Access Services (HK) Ltd
Customer Details	Enter Customer Contact Name 
	Enter Company Name
	Enter Customer Address
	Enter Customer Company No or Ref
HKK Quotation Reference	Enter our Internal Quotation Reference e.g. 202201XXXQ001
Services Required	Type B [Managed Service]
Project Name	Enter the Project Name
Works; Works Deliverables; and/or Maintenance Services	[If Type A Services (Labour Only), insert a description of the labour to be supplied eg “Supply of following manpower:” followed by a list and the period for which the manpower is supplied] If Type B Services (Works and Services), insert a descriptio
Date for commencement of Works	Click or tap to enter a date.
Site	[Location of the Works to be performed]
Performance Dates	From: Click or tap to enter a date.
	To: Click or tap to enter a date.
Warranty Period	[If Type A Services (Labour Only), state “N/A”.]

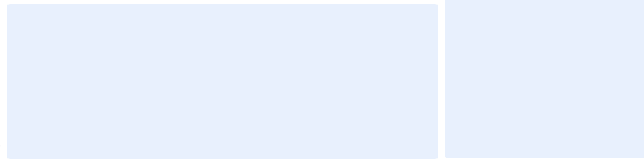
Contract Price	<p>[If Type A Services (Labour Only, insert a schedule of rates including day rates, overtime rates (if applicable) and night rates and set out the following:</p> <p>“The following are excluded from the above rates.</p> <p>Transport:</p> <p>STATE HERE WHETHER THERE ARE ANY SPECIFIC TRANSPORT REQUIREMENTS, INCLUSIVE OF ANY ADDITIONAL COST TO THOSE SUPPLIED IN THE TABLE ABOVE.</p> <p>All tooling (general and specific), inclusive of specialist PPE shall be supplied by the Customer.</p> <p>Provision for site establishment requirements, inclusive of changing rooms, toilet facilities and drinking water.]</p> <p>[If Type B Services (Works and Services), insert: the price payable by the Customer, including:</p> <p>whether fixed price or time/materials basis;</p> <p>Day Rates (if applicable);</p> <p>Overtime Rates (if applicable);</p> <p>Night Rates (if applicable);</p> <p>Materials to be purchased;</p> <p>[VAT/Duties; and any other information required for calculating the contract price]</p>
Insurance	<p>If Type A Services (Labour Only) The following are excluded from the above rates. All insurances including employee compensation insurance (or including any excesses and sick leave payments). Such insurances are to be provided by the Customer.</p> <p>Third party liability or insurance.</p> <p>If Type B Services (Works and Services), insert: whether insurance is included or excluded</p>
Invoicing	<p>Invoices for payment to be submitted on:</p> <p>Monthly Progress Report</p> <p>and/or</p> <p>Specify any other date/events upon which invoices are to be submitted by HIS and how much is payable upon the occurrence of such events] If omitted the default terms are monthly with 30 day terms.</p>

Timed Programme	[If Type A Services (Labour Only), state "N/A".] [If Type B Services (Works and Services), insert whether a plan/timetable for the delivery of the Works has been agreed and is to be followed in the delivery of the works]
Maintenance Period	[If Type A Services (Labour Only), state "N/A".] [If Type B Services (Works and Services), is HIS to provide Maintenance Services for a defined period after completion of the Works? If so, please state]
Special Terms	[Insert any special terms that have been agreed]
Applicable Works Documents	The following documents are hereby incorporated into the Contract: Invitation to tender; HIS's tender document/quotation request; Specification; Any other documents

By signing the below the Hargreaves Hong Kong entity and the Customer hereby agree to be bound by the Conditions.

Authorised signatory, for and on behalf of the Hargreaves Hong Kong entity

Signed by



Company Stamp

Name: Name

Position: Job Title

Date: 29 March 2022

Authorised signatory, for and on behalf of the Customer

Signed by

Company Stamp

Name

Position

Date

Date of last review: 27th January 2022