



ANNEX I: TEMPLATE OF REQUEST FOR SERVICES Time & Means

Request for Services		
Framework Contract N°		
To	Contractor:	Phone n°:	
	Contact person:	Email address	
<i>Description of required service</i>			
Tasks:			
.....			
Required start date:			
Place of delivery:			
Maximum date of completion (optional):			
		Y/N date : (dd/mm/yy)
		Offer date - candidate list date : (dd/mm/yy)
From	< The Office of the Secretary General for the European Schools >		
	Phone n°:	Contact person:	
	Email address	Signature:	

We wish to remind you that this Request for Services does not constitute any firm order until such time as a contractual document, signed by the Contracting Authority, has been received by you.