

**ASDEFCON (SHORTFORM SERVICES)**

**CONTRACT PARTICULARS**

**Services Agreement made on [insert date]**

**Parties:** The Commonwealth of Australia as represented by the Department of Defence ABN 68 706 814 312 (“**Commonwealth**”)

[Insert name and ACN of Contractor] of [insert address of Contractor] (“**Contractor**”)

The Contractor agrees to provide the Services to the Commonwealth and the Commonwealth agrees to purchase the Services in accordance with the terms of these Contract Particulars and the attached General Conditions of Contract for the Supply of Services.

Item	Particulars
<b>Service Commencement Date</b>	
<b>Expiry Date</b>	
<b>Services</b>	Description of Services (including any deliverables or milestones):  Service Requirements:  Location of Services:  Timing for Delivery of Services:  Personnel to be used in the provision of the Services:  Other:
<b>Contract Price</b>	Contract Price:  Manner of Payment:
<b>Out of Pocket Expenses</b>	(Insert details if applicable)
<b>Contract Officer</b>	Name:  Address:

	<p>Phone:</p> <p>Facsimile:</p>
<p><b>Contractor</b></p>	<p>Name:</p> <p>Address:</p> <p>Phone:</p> <p>Facsimile:</p>
<p><b>Contractor Insurance Requirements</b></p>	<p>Workers Compensation: <b>(Mandatory)</b></p> <p>Public Liability: (Tick appropriate box)</p> <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>Min. Amount:</p> <p>Product liability: (Tick appropriate box)</p> <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>Min. Amount:</p> <p>Other:</p>
<p><b>Special Conditions</b></p>	<p>Special conditions attached: (Tick appropriate box)</p> <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>

**Signed as an agreement**

SIGNED for and on behalf of  
THE COMMONWEALTH OF AUSTRALIA

By:

.....  
(signature) (print name and position of authorised signatory) (date)

In the presence of:

.....  
(signature of witness) (print name of witness) (date)

***Note to drafters: an appropriate execution clause will need to be used for the Contractor having regard to whether the Contractor is a company or an individual. An execution clause for a company and an individual has been set out below. Where the Contractor is a partnership or an unincorporated joint venture you should contact the Contracting Help Desk on 1800 100 605 or via [contracting@defence.gov.au](mailto:contracting@defence.gov.au) for advice on the appropriate form of execution clause.***

***Note to drafters: use the following clause where the Contractor is a company.***

Signed by [Insert name and ACN of Contractor] in  
the presence of:

\_\_\_\_\_  
Signature of Director

\_\_\_\_\_  
Signature of Secretary/other Director

\_\_\_\_\_  
Name of Director in full

\_\_\_\_\_  
Name of Secretary/other Director in full

**Note to drafters: use the following clause where the Contractor is an individual.**

Signed by [Insert name of Contractor] in the presence of:

\_\_\_\_\_  
Signature of Contractor

\_\_\_\_\_  
Signature of witness

\_\_\_\_\_  
Name of Contractor in full

\_\_\_\_\_  
Name of witness in full