# RRLS Panel Deed

# Annexure A

**LEGAL SERVICES ORDER**

|  |  |
| --- | --- |
| **Legal Services Order Ref No:** | *[insert]* |
| **Service Provider Name:** | *[insert]* |
| **Legal Officer:** | *[insert]* |
| **Phone:** | *[insert]* |
| **Email:** | *[insert]* |
| **Date:** | *[insert]* |

|  |  |
| --- | --- |
| **1** | **NATURE OF SERVICES REQUIRED** |
| 1.1 | *[Matter Name]* |
| 1.2 | *Scope of engagement -* |
| 1.3 | *[Attachments - List of attachments to the Legal Services Order]* |
| 1.4 | *[Matter document references e.g. OP and TRIM numbers]* |

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| **2.** | **DELIVERY TIMEFRAME** | |
| 2.1 | Date Services commence: | *[Commencement date; date of Order may be used]* |
| 2.2 | Date for completion of Services: | *The Services must be completed within [insert] days of receipt of the files.*  *All files must be returned within 10 Business Days of the completion of the Services.* |
| 2.3 | Special Circumstances | *[Include details of any urgency].* |

| **3.** | **LEGAL SERVICES FEES & INVOICING** | |
| --- | --- | --- |
| 3.1 | Estimate of professional fees |  |
| 3.2 | Nature and amount of authorised expenses / disbursements (if any): | *The Agency will accept the cost of off peak courier fees to return files.*  *No other disbursements will be paid.* |
| 3.3 | Return of files | *All files are to be returned to the relevant agency by courier.*  *Files are to be returned to:*  *[insert address]* |
| 3.4 | Invoicing requirements: | All invoices are to be addressed to:  *[Provide name, address and contact details]* |

|  |  |  |
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| **4.** | **NOMINATED PERSONNEL** | |
| 4.1 | Nominated Personnel: | *[Names of Nominated Personnel]*  *[other requirements for the provision of the services]*  *[otherwise, “Not Applicable”]* |

**Acknowledgement**

Except as expressly provided above, this Legal Services Order and any Legal Services Contract between the parties concerning this matter are governed by the terms and conditions of the Panel Deed.

The Service Provider has no actual, potential, perceived or apparent conflict of interest as defined in the Panel Deed, except as disclosed to the Client, in providing the Services requested.

Signed on behalf of the Service Provider by: Date:

Signature:

Name: *[Set out full name]*

Position: *[Set out position title]*

Please e-mail acknowledgement to the Client's Representative quoting the corresponding Legal Services Order Client Reference Number.