**APPENDIX**

**Crown Agents’ Reference: Enter CA Ref Contractor’s Reference:**

To: Enter Contractor’s Address

From: Enter End-User name

**MAINTENANCE COMPLETION CERTIFICATE**

**CERTIFICATE NO Enter Sequential No OF Enter Total No FOR THE QUARTER ENDING Enter date**

In accordance with the terms of the Contract under the above reference (“the Contract”) we certify that the obligations of the Contractor in respect of maintaining the Goods at [name Site(s)] in accordance with the requirements of the Contract have been fully and satisfactorily discharged for the quarterly period commencing enter date.

The Maintenance Services provided within the quarter ending enter date included:

Enter summary description of maintenance services completed during quarter

Name and Title of Authorised Signatory:

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Authorised Signatory for the End-User)

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

cc: Crown Agents Limited

 Blue Fin Building

 110 Southwark Street

 London

 SE1 0SU

 United Kingdom