**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 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

 St Nicholas House

 Sutton

 Surrey

 SM1 1EL

 United Kingdom]