***Appendix 18 to the Manual –***

*Service Acceptance Report Form*

**SERVICE ACCEPTANCE PROTOCOL**

**UNDER THE PROGRAMME**

**STRATEGIC PARTNERSHIPS**

 **…………………………………………………………………………………………………………………………………**

*(please enter the name of the NAWA Programme under which the Project is being implemented)*

……………………………, ……………….

 (place, date)

|  |  |
| --- | --- |
|  |  |
| **The Ordering Party:** *(Organisation, Address)* | ………………………………………………………………….  |
|  | ………………………………………………………………….  |
|  |  |
|  | ………………………………………………………………….  |
|  |  |
| **The Contractor:**  | ………………………………………………………………….  |
|  *(Organisation, Address)*   |  |
|   | ………………………………………………………………….  |
|   | ………………………………………………………………….  |

**Subject of the agreement/performance of the order:** ….………………………….…………………………..under the Project **.......................................................................................** *(Project name; agreement number)*.

On ........................ it was found that the Contractor had delivered the service in accordance with the Agreement, as defined in §..... of the Agreement, within the time limit (specified in §..... of that Agreement).

The Ordering Party, after evaluating the service with regard to the Agreement, concludes that:

* the service has been/has not been\* delivered within the set time limit
* the service has been/has not been\* delivered in accordance with the subject of the Agreement

In view of the above, the Ordering Party concludes that the remuneration specified in § .... of the Agreement is due / is not due\* to be paid for the service provided.

The Report has been drawn up in two identical counterparts, one counterpart for the Ordering Party and one for the Contractor.

 ……………………………………………………. …………………………………………………….

#  STAMP AND SIGNATURE OF THE ORDERING PARTY STAMP AND SIGNATURE OF THE CONTRACTOR

\* delete as appropriate