

Work Request Form

Part A - Clients Details

Name:	<input type="text"/>
Position:	<input type="text"/>
Contact Name:	<input type="text"/>
Contact Phone Number:	<input type="text"/>
Cabinet Office Unique Reference Number:	<input type="text"/>

Volumes

Number of quotes:	<input type="text"/>
Number of leavers:	<input type="text"/>

Scheme Terms - If more than one scheme / terms supply volumes for each

Scheme/Terms	Volumes
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Clients proposed timeline

	Date
Scheme Launch date	<input type="text" value="XX/XX/XXXX"/>
Deadline for applications from employees	<input type="text" value="XX/XX/XXXX"/>
Client's pre-sift of applications - this is the decision time for allowing application	<input type="text" value="XX/XX/XXXX"/>
Send list of employees who require a quote to PSC	<input type="text" value="XX/XX/XXXX"/>
Date Client requires MyCSP to send Quotes for distribution with CSCS 2 forms	<input type="text" value="XX/XX/XXXX"/>
Client's deadline date for return of CSCS 2 forms	<input type="text" value="XX/XX/XXXX"/>
Release Panel consider applications	<input type="text" value="XX/XX/XXXX"/>
Client sends lists of employees who will be leaving With CSCS2 forms and option forms as completed by the employee (pension/added pension)	<input type="text" value="XX/XX/XXXX"/>
Last day of service	<input type="text" value="XX/XX/XXXX"/>

Additional information

Part B – Decision from PSC

Work can be completed within clients proposed timeline

Yes/No

Work can be completed within the revised timeline detailed below

Scheme Launch date

Date

XX/XX/XXXX

Deadline for applications from employees

XX/XX/XXXX

Client's pre-sift of applications - this is the decision time for allowing application

XX/XX/XXXX

Send list of employees who require a quote to PSC

XX/XX/XXXX

Date Client requires MyCSP to send Quotes for distribution with CSCS 2 forms

XX/XX/XXXX

Client's deadline date for return of CSCS 2 forms

XX/XX/XXXX

Release Panel consider applications

XX/XX/XXXX

Client sends lists of employees who will be leaving With CSCS2 forms and option forms as completed by the employee (pension/added pension)

XX/XX/XXXX

Last day of service

XX/XX/XXXX

Part 3: Delivery Decision required by MyCSP Leadership Team (options)

Capacity:

Cost:

Part 4: Agreed by (name and date)

Client:

PSC:

Client Relationship Manager: