**Rider E – Sample Service Order**

**THE CALIFORNIA STATE UNIVERSITY**

**Real Estate Financial Advisory Services Master Enabling Agreement**

***Service Order & Authorization to Proceed***

[Date]

To: Jones Lang LaSalle Americas, Inc.

8910 University Center Lane, Suite 100

San Diego, CA 92122

Subject: [Project Name], [Project Number]

[Campus]

Provide Service Order & Authorization to Proceed Number: [insert]

In accordance with the provisions of the Systemwide Master Enabling Agreement Number 20-473, you are hereby authorized to provide Real Estate Financial Advisory services for California State University development projects.

The Service Provider shall not perform services in excess of this Service Order without prior written authorization to proceed from the University. The Service Provider will comply with Rider A/Section 12 (Conflict of Interest) provisions and will not share confidential information without the prior written approval of Trustees (or CSU Auxiliary).

Service Provider shall report to:

[CSU Campus Name]

[Campus Department]

[Executive Facility Officer or designated campus Project Manager]

[Campus Address]

[Campus Project Manager’s Phone Number]

The total amount to be expended under this Service Order shall not exceed **[written and numerical dollar value]** inclusive of reimbursables, regardless of Service Provider’s cost in performing these services. To invoice, submit a single signed invoice per project. On each invoice identify the Agreement Number and Service Order & Authorization to Proceed Number. Direct invoices to the project manager named above.

Questions regarding this authorization shall be directed to the above named project manager.

Approved: Fund Certified:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Executive Facilities Officer Campus Accounting/Purchasing Agent

Campus Department and Address

**Attachment:** Scope of Work, Schedule, and Fee

c: Francis Freire, Director Real Estate Development, Chancellor’s Office

File