

## DPS SCHEDULE 4: LETTER OF APPOINTMENT AND CONTRACT TERMS

### Part 1: Letter of Appointment

Dear Sirs

#### Letter of Appointment

This letter of Appointment is issued in accordance with the provisions of the DPS Agreement (RM6018) between CCS and the Supplier dated 16<sup>th</sup> February 2019.

Capitalised terms and expressions used in this letter have the same meanings as in the Contract Terms unless the context otherwise requires.

Order Number:	CCZZ19A12
From:	The Department for Transport ("Customer")
To:	Cambridge Economic Policy Associates Ltd ("Supplier")

Effective Date:	22nd May 2019
Expiry Date:	The contract will be for a 15-week period till the 4th September with an option to extend by monthly increments for up to a maximum of 3 months.

Services required:	Set out in Section 2, Part B (Specification) of the DPS Agreement and refined by: the Customer's Project Specification attached at Annex A and the Supplier's Proposal attached at Annex B; and the Supplier's Pricing Schedule at Annex C.
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Key Individuals:	<b>For the Customer:</b> ██████████, Economic Adviser ██████████, Head of Regional Airports ██████████, Commercial Policy Lead  <b>For the Supplier:</b> ██████████, Project Director, CEPA ██████████, Lead Analyst, CEPA ██████████, Analyst, CEPA ██████████, Analyst, CEPA
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**BY SIGNING AND RETURNING THIS LETTER OF APPOINTMENT (which may be done by electronic means) the Supplier agrees to enter a Contract with the Customer to provide the Services in accordance with the terms of this letter and the Contract Terms.**

**The Parties hereby acknowledge and agree that they have read this letter and the Contract Terms.**

**The Parties hereby acknowledge and agree that this Contract shall be formed when the Customer acknowledges (which may be done by electronic means) the receipt of the signed copy of this letter from the Supplier within two (2) Working Days from such receipt**

**For and on behalf of the Supplier:**

Name and Title: [REDACTED], Director

Signature:

[REDACTED SIGNATURE]

Date: 30 May 2019

**For and on behalf of the Customer:**

Name and Title: [REDACTED], Commercial

Signature

[REDACTED SIGNATURE]

Date: 27 June 2019