

DPS Schedule 6 (Letter of Appointment Template and Order Schedules)

Letter of Appointment

This Letter of Appointment is issued in accordance with the provisions of the DPS Contract RM6124 between CCS and the Agency, dated **REDACTED**

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

ORDER:

Order Number:	Comms 2022 Video Retainer
From:	REDACTED
To:	REDACTED

Order Start Date:	REDACTED
Order Expiry Date:	
Order Initial Period:	REDACTED
Order Optional Extension Period:	N/A

Goods or Services required:	Goods or Services required are set out in DPS Schedule 1 of the DPS Agreement and the relevant Brief and are to be delivered in line with the accepted Proposal as detailed at Annex A of this Letter. Subsequent calls for Goods or Services shall be priced and agreed using the Statement of Works form as per Annex B of this Letter of Appointment.
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Key Staff:	For the Client: REDACTED For the Agency: REDACTED
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DPS Schedule 6 (Letter of Appointment and Order Schedules)
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Guarantor(s)	N/A

Order Contract Charges (including any applicable discount(s), but excluding VAT):	REDACTED
Liability	See Clause 11 of the Core Terms
Additional Insurance Requirements	N/A
Client billing address for invoicing:	REDACTED

Special Terms	Defcons: 76 Contractor's Personnel At Government Establishments 539 Transparency 703 Intellectual Property Rights – Vesting In The Authority
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PROGRESS MEETING FREQUENCY

REDACTED

COMMERCIALLY SENSITIVE INFORMATION

REDACTED

SOCIAL VALUE COMMITMENT

REDACTED

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ORDER INCORPORATED TERMS

The following documents are incorporated into this Order Contract. Where numbers are missing we are not using those schedules. If the documents conflict, the following order of precedence applies:

1. This Letter of Appointment including the Order Special Terms and Order Special Schedules.
2. *Joint Schedule 1 (Definitions and Interpretation) RM6124*
3. *The following Schedules in equal order of precedence:*
 - *Joint Schedules for RM6124*
 - *Joint Schedule 3 (Insurance Requirements)*
 - *Order Schedules for Order reference number Comms 2022 Video Retainer*
 - *Order Schedule 4 (Proposal)*
 - *Order Schedule 7 (Key Supplier Staff)*
 - *Order Schedule 8 (Business Continuity and Disaster Recovery)]*
 - *Order Schedule 9 (Security)*
 - *Order Schedule 10 (Exit Management)*
 - *Order Schedule 17 (MOD Terms)*
4. CCS Core Terms
5. *Joint Schedule 5 (Corporate Social Responsibility) RM6124*
6. *Order Schedule 4 (Proposal)* as long as any parts of the Order Proposal that offer a better commercial position for the Client (as decided by the Client) take precedence over the documents above.

No other Agency terms are part of the Order Contract. That includes any terms written on the back of, or added to this Order Form, or presented at the time of delivery. For the avoidance of doubt, the relationship between the Parties is non-exclusive. The Client is entitled to appoint any other agency to perform services and produce goods which are the same or similar to the Goods or Services.

FORMATION OF ORDER CONTRACT

BY SIGNING AND RETURNING THIS LETTER OF APPOINTMENT (which may be done by electronic means) the Agency agrees to enter into an Order Contract with the Client to provide the Goods or Services in accordance with the terms of this letter and the Order Incorporated Terms.

The Parties hereby acknowledge and agree that they have read this letter and the Order Incorporated Terms. The Parties hereby acknowledge and agree that this Order Contract shall be formed when the Client acknowledges (which may be done by electronic means) the receipt of the signed copy of this letter from the Agency within two (2) Working Days from such receipt.

REDACTED

ANNEX A

REDACTED

REDACTED

REDACTED

Account Management Team

REDACTED

REDACTED

Content Production Team

REDACTED

REDACTED

REDACTED

REDACTED

REDACTED

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Example -

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Annex B

Statement of Work-

This Statement of Work is issued under and in accordance with the Order Contract entered into between the parties dated 26th August 2022

Any schedule attached to this Statement of Work will describe in detail the different types of Services to be provided under that Statement of Work. A schedule attached to this Statement of Work only applies to the relevant project to be delivered under that Statement of Work, and not to any other Statement of Work, or to the provision of the Services as a whole.

1.1 Where a Statement of Work would result in:

- a variation of the Services procured under this Order Contract;
- an increase in the Charges agreed under this Order Contract; or
- a change in the economic balance between the Parties to the detriment of the Client that is not provided for in this Order Contract, the relevant term(s) will be dealt with as a proposed Variation to this Order Contract in accordance with the Variation procedure set out in Clause 24.

REDACTED

REDACTED



Project Plan:

Contract Charg

REDACTED

Authorised
Agency Approver

Authorised Client
Approver:

REDACTED

REDACTED

REDACTED