

Ipsos MORI
London
E1W 1YW

Tel**Fax**

www.hmrc.gov.uk

Date 7 July 2017**Our Ref****DX:****Your Ref**

Commercial - In Confidence

Dear

**Service Order: Transferring tax credits debt to DWP research
Assignment under the Market Research Framework MR130001**

I refer to the **Market Research MR130001** Framework Agreement contract. This letter is to formally issue an order / award an assignment under this framework titled Transferring tax credits debt to DWP research. The assignment is detailed in the following:

- HMRC's specification of requirements by e mail on 13 June 2017 for this assignment.
- Your proposal of 14 June 2017.
- HMRC's e mail of 26 June 2017 confirming the '23 interviews' and free-find options.
- the **Market Research MR130001** Framework Contract (which comprises HMRC's specification and ITT, your final proposal, plus the terms and conditions of the contract). Unless specifically amended by the assignment specification or proposal, in all other regards the terms and conditions of the framework agreement apply. For the purpose of this assignment the 'notice period' shall be 2 weeks'.

The formal start date of this assignment is the date of this letter. The assignment is estimated to be completed by 8 September 2017.

The total cost of the assignment is fixed at £19602.50 (excluding VAT which will be charged at the appropriate rate). The invoice schedule is as follows:

Invoice Schedule

Information is available in large print, audio and Braille formats.
Type Talk service prefix number – 18001



Approximate Date	% ^a	Amount to be invoiced	Milestones ^a
8 September	100%	£ 19602.50 + VAT	On submission of report
Total	100%	£ 19602.50 + VAT	
Notes			
^a According to those agreed under the Framework Agreement.			

To note the final invoice is subject to the satisfactory (to the Department) completion of all aspects of the work. The Department's nominated officer for the project.

Could you please ensure that the following PO Number is quoted on all invoices for this project: **PO Number - xxx**

Could you please e-mail to confirm agreement with the terms of this assignment under the Market Research MR130001 Framework Agreement.

Yours faithfully,