1. **PARTY AND AGREEMENT DETAILS**

**Customer Contracting Party:**

|  |  |
| --- | --- |
| Customer Legal Name: | The Insolvency Service |
| Customer Registered Office Address: | 16th Floor, 1 Westfield Avenue, Stratford, London E20 1HZ |
| Customer Company Registration Number: | N/A |
| Customer Contract Owner | REDACTED |
| Contract Owner email | REDACTED |
| Customer Agreement Reference  | TIS0437 |

**Unit4 Contracting Party:**

|  |  |
| --- | --- |
| **Unit4 Legal Name**: | Unit4 Business Software Limited |
| **Unit4 Registered Office Address:** | Suite 201, Longwater Avenue, Green Park, Reading, Berkshire, RG2 6GP |
| **Unit4 Company Registration Number:** | 01737985 |

**Agreement Details:**

|  |  |
| --- | --- |
| **Agreement Reference:** | UK/2019/U4BW/1407 |
| **Agreement Signature Date:** | 27 March 2019 |
| **Effective Date of this Order** | Date last party signs the Order Form |
| **Purchase Order Number:**(if no number provided by Customer in this Order Form, or within 7 days of signature, it is assumed a PO number is not required by Customer). | [Insert if applicable) |

1. **UNIT4 PRODUCTS AND SERVICES**

**Unit4 Products\* and Delivery**:

|  |  |
| --- | --- |
| **Unit4 Product (full module breakdown below – see Schedule 1):** | **Delivery** |
| On Premises | Global Cloud Services | Microsoft Dynamics |
| Managed Cloud | Prevero Cloud(SaaS) | SaaS (Public) |
| Standard  | Advanced |
| Unit4 Business World  | **✓** | N/A | N/A | N/A | N/A | N/A |

**Software Term Licence**

No changes are being made to the Software Term Licence and a full list of Product modules ordered are set out in Schedule 1.

**Product Support Services: Additional Purchase**

|  |  |
| --- | --- |
|  | **Tiered Support Selection** |
| **Unit4 Product** | **Standard Support** | **Enhanced Support** | **Premium Support** |
| Unit4 Business World | **✓** | N/A | N/A |

The Customer intendeds to upgrade the Software and migrate to Cloud services as soon as possible in 2021. Unit4 has now agreed to provide Extended Legacy Tiered Support for a period of 1 year commencing 1st April 2021. This is described in Section D in Appendix C, Unit4 Global Tiered Support Terms (v1.1 March 2020); [and in Clause 11 of Appendix C – Unit4 Standard Support Terms (v1.1 May 2020)].

|  |  |  |
| --- | --- | --- |
| **Support Services Product & Term** | **Agreed Service Period** | **Total Price \*** |
| Extended Legacy Tiered Support commencing 1st April 2021, for one year only | 1st April 2021 to 31st March 2022 | REDACTED |
| Annual Support and Maintenance  | 1st April 2021 to 31st March 2022 | REDACTED |
| **Total – Annual Support Fee (one year period only)** | **£43,537.66** |

 \* excluding VAT

1. **PROFESSIONAL SERVICES AND IMPLEMENTATION**

**Unit4 Professional Services**:

Unit4 has prepared an estimate of the number of days required to provision the Unit4 Global Cloud Service, assist with the system setup, and/or manage the overall project (as set out in the table below and as further detailed in the SOW in Schedule 2 to this Sales Order Form 3). These estimates are made in good faith based upon Unit4’s current understanding of the Customer’s requirements. Actual charges for consultancy/implementation will be based on time expended on such activities as required by the Customer.

|  |  |  |  |
| --- | --- | --- | --- |
| **Additional Service / Professional Service (type)** | **Estimated number of days** | **Day rate (£)** | **Estimated total cost (£)** |
| Workshop Consultancy\*\*  | REDACTED  | REDACTED  | REDACTED  |
| Project Management Coordination  | REDACTED | REDACTED  | REDACTED |
| **Total cost**  | **REDACTED** | **£6,850** |

Deliverables of the Workshop\*\*

* A report breaking down the effort required to map and translate the current customisations into standard product capability or interfaces either by utilising the Extension Kits or via conversion to ACT and or webservices. The report will highlight the pro’s and cons of each approach.
* A more accurate milestone Agresso 5.5.2 upgrade to minimum 7.x upgrade proposal based on the total effort required. The requirement is that the upgrade quote to follow after the enablement workshops would be approximately 45 days in total maximum unless there is a valid reason for it that both parties agree to. Unit4 will provide an updated standard T&M cost plus also a Fixed price for the upgrade and the Customer Contracting Party to choose which option to accept before proceeding with the upgrade.

**Please see SOW attached in Scehdule 2 for further details of profesional sevices.**

1. **DETAILS OF OFFER AND APPLICABLE CONTRACT DOCUMENTATION**

Prices in this Order Form are valid only through to 31 March 2021.

All other details contained in the Agreement, as recorded in Sales Order Form 1 and the existing related terms and conditions, remain unchanged and apply to the Products and Services provided under this Sales Order Form 3. [The most recent versions of Unit4 terms are availalable from [www.unit4.com/terms](http://www.unit4.com/terms) .]

1. **SIGNATURES AND EXECUTION**

The Agreement is entered into on the last date of signature below.

|  |  |
| --- | --- |
| SIGNED BY:**UNIT4 BUSINESS SOFTWARE LIMITED** | SIGNED BY: **The Insolvency Service** |
| Authorised signatory | REDACTED | Authorised signatory | REDACTED |
| Name | REDACTED | Name | REDACTED |
| Job Title | REDACTED | Job Title | REDACTED |
| Signature Date | 16 April 2021 | Signature Date | 16 April 2021 |

**Schedule 1**

|  |
| --- |
| **SUPPORTED SOFTWARE PRODUCTS: Existing Licence** |
| **Support Level: Standard Support & Extended Lifetime Support** |
| **Annual Support Renewal Date: 1 April** |

|  |  |
| --- | --- |
| **Software Products – Unit4 Business World (Standard Licence)** | **Licence Level** |
| **U4BW Core Products** | **U4BW Module Name** | **Users** |
| AG | System Administration | Available for all users |
| XRS | Reporting & Analysis Suite |
| FGL | General Ledger |
| FSU | Accounts Payable |
| FCU | Accounts Receivable |
| WFF | Workflow Financials |
| WRP | Web Reporting |
| AFF | Flexifields |
| XIP | Intellagent – professional edition |
|  |  |
| **U4BW Core Products** |  |
| ADL | Address Look Up (Quick Address Pro interface) |
| ARM | AP AR Automatic Allocation |
| ABI | Automatic Batch Input |
| FPI | Financials Posting Interface |
| IFACE | Data Import Utilities Suite |
| QAPR | Quick AP AR |
| SPP | Periodic Supplier Payments |

**Schedule 2- SOW**

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**Double click to open embedded file (attached as document in final signed copy)**