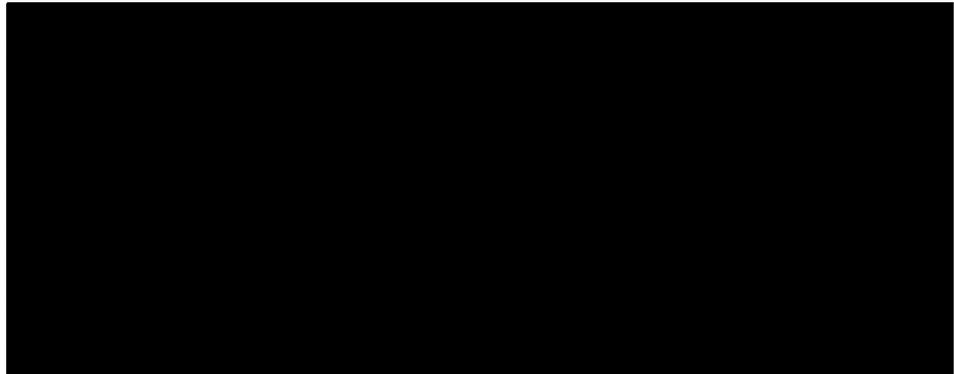
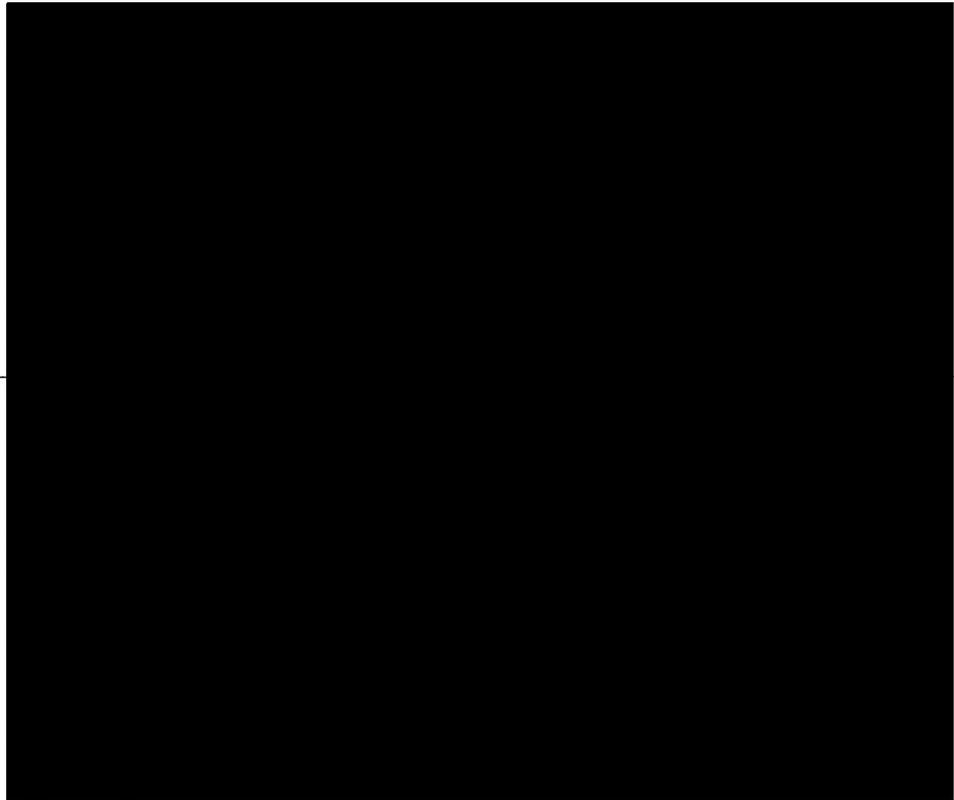


Order Form

1. Contract Reference	FS101218	
2. Date		
3. Buyer	Food Standards Agency 1 st Floor, Foss House, 1-2 Peasholme Green, York, YO1 7PR	
4. Supplier	W.R Wright & Sons Ltd [REDACTED]	
5. The Contract	<p>The Supplier shall supply the deliverables described below on the terms set out in this Order Form and the attached contract conditions ("Conditions") and any <i>Annexes</i>.</p> <p>Unless the context otherwise requires, capitalised expressions used in this Order Form have the same meanings as in Conditions.</p> <p>In the event of any conflict between this Order Form and the Conditions, this Order Form shall prevail.</p> <p>Please do not attach any Supplier terms and conditions to this Order Form as they will not be accepted by the Buyer and may delay conclusion of the Contract.</p>	
6. Deliverables	Goods / Service	<p>Delivered in accordance with the following instructions:</p> <p>Delivery Address: Approved establishments in England and Wales.</p> <p>Date of Delivery: Standard stocked items ordered should be delivered within 3 working days from the date the order is sent to the supplier's email. These items are listed in Annex 1 of the specification.</p> <p>Other items ordered should be delivered within 10 working days from the date the order is sent to the supplier's email.</p> <p>Additional Delivery Instructions: Standard stocked items should be kept in stock at all time and never on back order.</p>

<p>7. Specification</p>	<p>The specification of the Deliverables is as set out Annex 2.</p>
<p>8. Term</p>	<p>The Term shall commence on 1st April 2020</p> <p>and the Expiry Date shall be 31st March 2021, unless it is otherwise extended or terminated in accordance with the terms and conditions of the Contract.</p> <p>The Buyer may extend the Contract for a period of up to 12 months by giving not less than 10 Working Days' notice in writing to the Supplier prior to the Expiry Date. The terms and conditions of the Contract shall apply throughout any such extended period.</p>
<p>9. Charges</p>	<p>The Charges for the Deliverables shall be as set out below in Annex 3 and fixed for year 1. If the extension is taken, then the prices will be reviewed for year 2 and a revised request for quotation completed.</p>
<p>10. Payment</p>	<p>All consolidated invoices must be sent, quoting a valid purchase order number (PO Number), to: [REDACTED]</p> <p>Within 10 Working Days of receipt of your countersigned copy of this letter, we will send you a unique PO Number. You must be in receipt of a valid PO Number before submitting an invoice.</p> <p>To avoid delay in payment it is important that the invoice is compliant and that it includes a valid PO Number, PO Number item number (if applicable) and the details (name and telephone number) of your Buyer contact (i.e. Contract Manager). Non-compliant invoices will be sent back to you, which may lead to a delay in payment.</p> <p>If you have a query regarding an outstanding payment please contact our Accounts Payable section either by email to [REDACTED]</p>

<p>11. Buyer Authorised Representative</p>	<p>For general liaison your contact will continue to be</p> 
<p>12. Address notices for</p>	<p>Buyer: Supplier:</p> 
<p>13. Key Personnel</p>	
<p>14. Procedures and Policies</p>	<p>For the purposes of the Contract the Staff Vetting Procedures/data security requirements/equality and diversity policy are available on www.food.gov.uk.</p> <p>The Buyer may require the Supplier to ensure that any person employed in the delivery of the Deliverables has undertaken a Disclosure and Barring Service check.</p> <p>The Supplier shall ensure that no person who discloses that he/she has a conviction that is relevant to the nature of the Contract, relevant to the work of the Buyer, or is of a type otherwise advised by the Buyer (each such conviction a "Relevant Conviction"), or is found by the Supplier to have a Relevant Conviction (whether as a result of a police check, a Disclosure and Barring Service check or otherwise) is employed or engaged in the provision of any part of the Deliverables.</p>

Signed for and on behalf of the Supplier	Signed for and on behalf of the Buyer
Name: [REDACTED] [REDACTED]	Name: [REDACTED] Job title: Category Manager Operations
Date: 27-03-2020	Date: 30/03/2020
Signature: [REDACTED]	Signature: [REDACTED]