

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 **REDACTED** between **REDACTED** and the Agency, dated 26th August 2022.

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:	26 th August 2022
Order Expiry Date:	25 th February 2023
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 REDACTED
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DPS Schedule 6 (Letter of Appointment and Order Schedules)
Crown Copyright 2021

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

Weekly check-in meetings and a monthly higher-level meeting to review progress.
Dates to be agreed by the parties.

COMMERCIALLY SENSITIVE INFORMATION

REDACTED

SOCIAL VALUE COMMITMENT

The Agency agrees, in providing the Goods or Services and performing its obligations under the Order Contract, that it will comply with the social value commitments in Order Schedule 4 (Order Proposal)

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)* REDACTED
3. *The following Schedules in equal order of precedence:*
 - *Joint Schedules for* REDACTED
 - *Joint Schedule 3 (Insurance Requirements)*
 - *Order Schedules for Order reference number Comms 2022 Video Retainer*

REDACTED

4. CCS Core Terms
5. *Joint Schedule 5 (Corporate Social Responsibility)* REDACTED
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

Agency Proposal

REDACTED

REDACTED

REDACTED

REDACTED

Account Management Team

REDACTED

REDACTED

Content Production Team

We have a dedicated in-house content production team who work closely with the Account Management Team. They are split into three areas -

REDACTED

REDACTED

REDACTED

REDACTED

REDACTED

Case studies -

REDACTED

REDACTED

Other videos include -

REDACTED

REDACTED

REDACTED

REDACTED

REDACTED

Outcome

REDACTED

Social Value

REDACTED

REDACTED

REDACTED

REDACTED

REDACTED

REDACTED

REDACTED

REDACTED

REDACTED

Case study -

REDACTED

Objectives -

REDACTED

REDACTED

REDACTED

REDACTED

REDACTED

REDACTED

REDACTED

REDACTED

REDACTED

Outcomes

REDACTED

REDACTED

REDACTED

REDACTED

REDACTED

Project:

REDACTED

Project start Date

**Notice period for
cancellation**

REDACTED

**[Project Notice
Period]:**

N/A

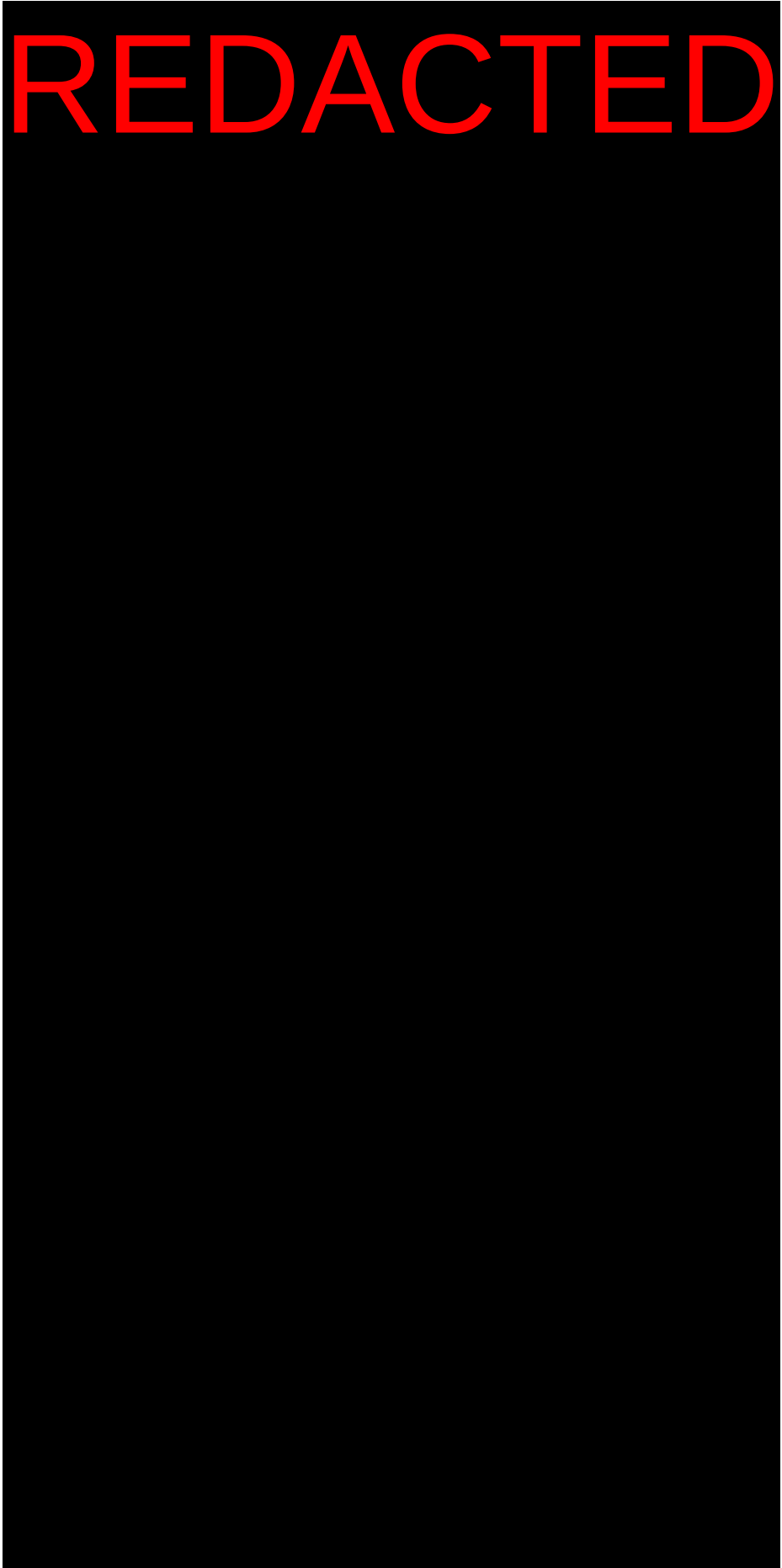
**Overarching
Brand/Campaign**

N/A

Goods or Services

REDACTED

REDACTED



Project Plan:

Contract Charges:

REDACTED

Authorised
Agency Approver

REDACTED

Authorised Client
Approver:

Signed by:

REDACTED

by (print name)

REDACTED

As Agency Authorised Approver for and on behalf of

REDACTED

Date 25.8.22

Signed by:...

REDACTED

by (print name):...

REDACTED

As Client Authorised Approver for and on behalf of

[Client]

REDACTED

Date.....25th August 2022.....