

FRAMEWORK SCHEDULE 4: LETTER OF APPOINTMENT AND CALL-OFF TERMS

Part 1: Letter of Appointment

Dear Sirs

Letter of Appointment

This letter of Appointment is issued in accordance with the provisions of the Framework Agreement (RM3774) between CCS and the Agency, dated 16/12/2016

Capitalised terms and expressions used in this letter have the same meanings as in the Call-Off Terms unless the context otherwise requires.

Order Number:	CCCS20A04
From:	The Cabinet Office ("Client") 70 Whitehall, Westminster, London SW1A 2AS
To:	MullenLowe London ("Agency") REDACTED

Effective Date:	8 th April 2020
Expiry Date:	End date of Initial Period 7 th October 2020 End date of Maximum Extension Period 7 th April 2021

Services required:	Set out in Schedule 2 of the contract and to be delivered in line with the accepted bid submission. Subsequent calls for works shall be priced and agreed using the framework Statement of Works form as per Annex 1 to Schedule 2 of the contract
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Key Individuals:	REDACTED
Guarantor	N/A

Call Off Contract Charges (including any applicable discount(s), but excluding VAT):	<p>Payment will be made in line with the contract charges at Schedule 9 (Contract Charges) of the contract. All rates are inclusive of expenses and exclusive of VAT.</p> <p>The contract will be for a maximum of £16,000,000.00 (Ex VAT) but including all extension options.</p> <p>This is a call off contract and therefore there is no guarantee of spend.</p>
Liability	<p>Agency Liability: see clause 18.2 of Call Off Contract</p> <p>Client Liability: see clause 18.4 of Call Off Contract</p>
Insurance Requirements	In line with the terms & conditions.
Client billing address for invoicing:	<p>Cabinet Office</p> <p>REDACTED</p>

GDPR	Schedule 8 (Authorised Processing Template)
Alternative and/or additional provisions:	N/A

FORMATION OF CALL OFF CONTRACT

BY SIGNING AND RETURNING THIS LETTER OF APPOINTMENT (which may be done by electronic means) the Agency agrees to enter a Call-Off Contract with the Client to provide the Services in accordance with the terms of this letter and the Call-Off Terms.

The Parties hereby acknowledge and agree that they have read this letter and the Call-Off Terms.

RM3774 - Campaign Solutions
Letter of Appointment
Attachment 4

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The Parties hereby acknowledge and agree that this Call-Off 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.

For and on behalf of the Agency:

Name and Title: REDACTED

Signature: REDACTED

Date: 19/05/2020

For and on behalf of the Client:

Name and Title: REDACTED

Signature: REDACTED

Date: 21/05/2020