

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

1.1. Letter of Appointment

Dear Sirs

**Letter of Appointment**

This letter of Appointment is issued in accordance with the provisions of the Framework Agreement (RM3796) between CCS and the Agency dated 17th January 2017. 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:	TBC
From:	The Home Office ("Client")
To:	Freud Communications Ltd ("Agent")

Effective Date:	4 <sup>th</sup> June 2019
Expiry Date:	End date of Initial Period -3 <sup>rd</sup> June 2022 End date of Maximum Extension Period – 3 <sup>rd</sup> June 2023 Minimum written notice to Agency in respect of extension: 3 months

Relevant Lot:	Lot 4 (Public Relations)
Services required:	Set out in Section 2 (Services offered) and refined by: the Client's Brief attached at Annex A and the Agency's Proposal attached at Annex B; and The Agency's Pricing Schedule at Annex C
Statement of Work	N/A

Key Individuals:	For the Agency:
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	<p>[REDACTED]</p> <p>For the Client:</p> <p>[REDACTED]</p>
Guarantor(s)	N/A

Call Off Contract Charges (including any applicable discount(s), but excluding VAT):	<p>Payment will be made in line with the rate card stated at Annex C – Agency Pricing. All rates are inclusive of expenses and exclusive of VAT.</p> <p>The Pricing Schedule found at Annex C was submitted by the Agency at Stage 2. It is indicative costs based on the Agency's response to [REDACTED]. The Client may call on these costs for [REDACTED], however, it should be noted that this work is not guaranteed and the scope may change.</p> <p>The contract value will be for a maximum of £4,500,000.00 (Ex VAT).</p> <p>This is a call off contact and therefore there is no guarantee of spends.</p>
Insurance Requirements	As per terms and conditions.
Client billing address for invoicing:	[REDACTED]

GDPR	As per Call-Off 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.**

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

**For and on behalf of the Client:**

Name and Title: **REDACTED**

Signature: **REDACTED**

Date:

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[REDACTED]

## **Annex B Agency Proposal**

Service will be provided in line with the Agency's tender proposal dated 29th March 2019 and presentation dated 7th May 2019 and extract of which is below

1.1 [REDACTED]

### **Annex C – Agency's Pricing Schedule**

The following rate card will be used to calculate any future call off public relations work.

[REDACTED]

The following Pricing Schedules were submitted by the Agency at Stage 2. It is indicative costs based on the Agency's response to brief scenarios for [REDACTED]. The Client may call on these costs for

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[REDACTED], however, it should be noted that this work is not guaranteed and the scope may change.

[REDACTED]