

King and Spalding LLP
5 Quai du Mont Blanc
1201 Geneva
Switzerland

14 May 2018

Dear [REDACTED]

Award of Contract: Legal Services for the Trade Remedies Authority

This letter (Award Letter) and Annexes set out the terms of the Agreement between The Department for International Trade as the Customer and King and Spalding as the Contractor for the provision of the Services. Unless the context otherwise requires, capitalised expressions used in this Award Letter have the same meanings as in the terms and conditions of contract set out in Annex 1 to this Award Letter (the "**Conditions**"). In the event of any conflict between this Award Letter and the Conditions, this Award Letter shall prevail.

For the purposes of the Agreement, the Customer and the Contractor agree as follows:

- 1) The charges for the Services shall be as set out in Appendix 2 of the Contract
- 2) The specification of the Services to be supplied as set out in Appendix 1 of the Contract
- 3) The Term shall commence on 22 May 2018 and the Expiry Date shall be 22 July 2018, with a complete draft provided by the 28 June 2018.
- 4) The address for notices of the Parties are:

Customer

The Department for International Trade
3 Whitehall Place
London SW1A 2AW

Supplier

King and Spalding LLP
5 Quai du Mont Blanc
1201 Geneva
Switzerland

[REDACTED]

- 5) The following persons are Key Personnel for the purposes of the Agreement:

[REDACTED]

Trade Policy Group

King and Spalding

Department for
International Trade

King and Spalding

- 6) The Contractor is required, in order to deliver the service covered by this contract, to sign a Non-Disclosure Agreement, provided separately to this award letter and agreed between the Contractor and the Customer.

Payment

All invoices should be sent, quoting a valid purchase order number (PO Number), to Alexandra Smith, following the conclusion of the work defined in Appendix 1. [REDACTED] will provide a valid PO number in advance of this. Within ten (10) Working Days of receipt of your acceptance 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.

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 Customer contact (i.e. Contract Manager). Non-compliant invoices will be sent back to you, which may lead to a delay in payment. If you have a query regarding an outstanding payment please contact [REDACTED] on [REDACTED]@trade.gov.uk.

Liaison

For general liaison your contact will continue to be [REDACTED]

We thank you for your co-operation to date, and look forward to forging a successful working relationship resulting in a smooth and successful delivery of the Services. Please confirm your acceptance of this contractual documentation to [REDACTED] at the email address shown below within three days from the date of this letter, by returning signed versions. Any queries about the contents should also be passed on to [REDACTED] in advance of signing.

Yours sincerely

[REDACTED]
Commercial Team
Commercial, Finance and Corporate Services
Department for International Trade
3 Whitehall Place
London SW1A 2AW

[REDACTED]

We accept the terms set out in this letter and its Annexes, including the Conditions.

Signed for and on behalf of King and Spalding

Name: [REDACTED]

Job Title: Senior Counsel

Signature: [Handwritten Signature]

Date: 1.6.2018

Signed for and on behalf of the Customer

Name: [REDACTED]

Job Title: HEAD OF COMMERCIAL MANAGEMENT

Signature: [Handwritten Signature]

Date: 4.6.2018

