



Homes &  
Communities  
Agency

Fairbairn Technologies Ltd  
2 Eastwood Court  
Midhurst Road  
Newcastle Upon Tyne  
NE12 9NZ

Dear [REDACTED]

This is to confirm the procurement of the following services from Fairbairn Technologies:

16<sup>th</sup> June 2015

1. .NET, PL/SQL and related services for the Homes and Communities Agency (HCA) commencing Monday 15<sup>th</sup> June 2015, for 6 months ending 15<sup>th</sup> December 2015.
2. The engagement shall continue until determined by either party giving to the other not less than 28 days written notice.
3. Services will be provided for a minimum of 35 hours per week.
4. All national insurance, tax and related payments will be the responsibility of Fairbairn Technologies.
5. Fairbairn Technologies agrees to keep confidential and not make use of, during and after the contract, any confidential information, knowledge or data related to HCA or future organisational plans.
6. The Intellectual Property and Source Code of the software provided by Fairbairn Technologies will remain the ownership of HCA. You understand that all of the work performed, designs and ideas created during the term of the contract will be the sole property of HCA, and you agree that this work shall not be published or circulated.
7. You will ensure that weekly details of hours worked are submitted and signed off by HCA representative [REDACTED] before payment.

Please sign and return a copy of this letter to [REDACTED] (IT Service Development Manager) at the address stated below.

Signature

Date

Full name

Company

Homes and Communities Agency  
St. George's House, Kingsway, Team Valley,  
Gateshead, Tyne & Wear, NE11 0NA

0300 1234 500  
homesandcommunities.co.uk