

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

Part 1: Letter of Appointment

Story UK Ltd
REDACTED

Dear REDACTED

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 16th 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:	TBA
From:	Home Office ("Client")
To:	Story UK Ltd ("Agency")

Effective Date:	Wednesday 20 th March 2019
Expiry Date:	End date of Initial Period Friday 19 th March 2022 End date of Maximum Extension Period 19 th March 2023 Minimum written notice to Agency in respect of extension:6 months

Relevant Lot:	7
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 Pricing Schedule at annex C
Statement of Work	The Parties may enter into such Statements of Work as are agreed between the Parties under Clause 1.2

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Key Individuals:	REDACTED
[Guarantor(s)]	Not applicable

Call Off Contract Charges (including any applicable discount(s), but excluding VAT):	This is a Call off contract and volumes of work cannot be guaranteed All contract charges will be based on the rate card stated in annex B maximum expenditure of the contract is set at £3,000,000.00 including all expenses.
Insurance Requirements	As referred in the Terms & Conditions Chapter 19 Insurance
Client billing address for invoicing:	REDACTED

GDPR	As per Call-Off Schedule 8 (Authorised Processing Template)
Alternative and/or additional provisions:	Not applicable

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. 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

For and on behalf of the Client:

Name and Title: REDACTED

Signature: REDACTED
Date: REDACTED

Signature: REDACTED
Date: REDACTED

ANNEX A
Client Brief

REDACTED

ANNEX B

Agency Proposal of 21st January 2019

REDACTED

ANNEX C

Contract Charges

REDACTED

Part 2: Call-Off Terms

Refer to Annex 5 Terms & Conditions