



Date Created: 26 Feb 27 | By: Redacted - FOIA Section 40 - Personal Information

Statement of Work

This Statement of Work is issued under and in accordance with the Order Contract entered into between the parties - 21st February 2023

Any schedule attached to this Statement of Work will describe in detail the different types of Services to be provided under that Statement of Work. A schedule attached to this Statement of Work only applies to the relevant project to be delivered under that Statement of Work, and not to any other Statement of Work, or to the provision of the Services as a whole.

1.1 Where a Statement of Work would result in:

- a variation of the Services procured under this Order Contract;
- an increase in the Charges agreed under this Order Contract; or
- a change in the economic balance between the Parties to the detriment of the Client that is not provided for in this Order Contract, the relevant term(s) will be dealt with as a proposed Variation to this Order Contract in accordance with the Variation procedure set out in Clause 24.

Project: Novel Compute Book – Graphic Novel 2

DELIVERABLES	DESCRIPTION
1. Project Date	
Start	27 Feb 25 (<i>date received content and started work at risk</i>)
End (projected completion)	31 Mar 25
1. Project Outline	<p>DSTL would like to commission Media Zoo's support for a second Novel Compute Graphic Novel. This will include a storyboard of a narrative to complement the Novel Compute book and will be used separately as a digital asset.</p> <p>The quote and scope of the additional Novel Compute graphic novel work has been created based on the following assumptions:</p>

	<ul style="list-style-type: none"> • 1 x Graphic Novel Style Narrative separate from the book [10 pages max] re-written into graphic novel style and illustrated in black and white delivered as an interactive PDF • 2 x rounds of amends
2. Charges	<p>The Client shall pay the Agency the sum of £14,000.00 exc VAT</p> <p>The Contract Charges shall be calculated using the hourly charge out rates shown in the RM6124 – Communications Marketplace DPS tender for Audio / Visual services.</p> <p>For the avoidance of doubt, the Contract Charges shall be inclusive of all third-party costs.</p>

Contract Charges:

Redacted - FOIA Section 43 - Commercial Interests

Invoicing Timelines and Dates: Invoices are payable for this project in the approach as follows:

1. On signature of SOW	£14,000
	27 Feb 25

In line with the agreed workflow of receiving the text for this project in chapters, we will provide 2 rounds for the Graphic Novel. Any additional amends are subject to the following charges:

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Should Dstl require or request additional minor amends beyond this, the cost is provided below. These do not include the costs of additional changes to illustrations which will be dependent on their scope and so calculated at the point of need.

Minor amends refer to small, non-structural changes, including text revisions such as rephrasing or correcting sentences, typographical errors, and minor grammar or stylistic edits. These amendments ensure the final product is polished and meets quality assurance.

However, minor amends do not include structural changes to the overall layout, adjustments to typesetting or font choices, reformatting of the book, or major revisions to the illustrations or their placement. These types of changes fall outside the scope of minor amends and would require a separate review.

Key Individuals:

Authorised Agency Approver	
NAME:	Redacted - FOIA Section 40 - Personal Information
JOB ROLE:	Redacted - FOIA Section 40 - Personal Information
EMAIL:	Redacted - FOIA Section 40 - Personal Information
SIGNED:	Redacted - FOIA Section 40 - Personal Information
DATE:	27 Feb 25

As Agency Authorised Approver for and on behalf of Media Zoo Limited:

Authorised Client Approver	
NAME:	Redacted - FOIA Section 40 - Personal Information
JOB ROLE:	Project Manager
EMAIL:	Redacted - FOIA Section 40 - Personal Information
SIGNED:	Redacted - FOIA Section 40 - Personal Information
DATE:	28 Feb 25

As Client Authorised Approver for and on behalf of DSTL:

Order Number for Invoice: DSTL0000044026	
From	DSTL
To:	Media Zoo Limited