

## Order Document

Execution of this Order Document by both parties will create a binding contract for the provision of software and/or services on the terms expressly agreed in writing in this Order Document.

The parties acknowledge that this Order Document incorporates all the terms and conditions contained within the Master Services Agreement V34 September 2022 [here](#), and any relevant scheduled, together with any Service Level Agreements as are specified in this Order Document.

The Service Level Agreements relevant to this Agreement may be found [here](#). The parties agree that the relevant Service Level Agreements shall be incorporated into the Agreement upon execution by both parties.

<b>Customer Name</b>	Intellectual Property Office
<b>Customer Address</b>	Concept House Cardiff Road, South Wales, Wales NP10 8QQ
<b>Customer Purchase Order Number*</b>	PO-3010998
<b>Principal Agreement Number</b>	Order 7527 Q-48343
<b>Agreement Date</b>	22 / 07 / 2024
<b>Agreement Term</b>	36 months
<b>Customer's Authorised Representative</b>	
<b>Company's Authorised Representative</b>	
<b>Installation Address</b>	MHR Data Centre, Mere Way, Ruddington, Nottingham NG11 6JS
<b>Purpose of Use</b>	For HR and Payroll purposes within the Customer's organisation
<b>Country of Use</b>	United Kingdom
<b>Employee Maximum</b>	2050 Employees
<b>Sales Executive</b>	

\*The Customer expressly agrees and acknowledges that it shall not withhold payment of any charges on the grounds that the Customer Purchase Order Number (or reference) provided by the Customer on this Order Document is not correct. Where the Customer requires the Customer Purchase Order Number (or reference) to be altered on the Company's invoice in order for payment to be made, the Customer shall inform the Company immediately.



THE PRODUCT

iTRENT

Description	Quantity
Employee Self Service	2050
eSlips & eP60s	2050
GDPR	2050
General Ledger Interface	2050
Human Resources Management	2050
Manager Dashboards	2050
Mobile	2050
Organisation Charts	2050
Payroll	2050
Timesheets and Expenses	2050
Interactive Payslips	2050
MyCSP Return	2050
SOAP Web Services	2050
Workflow Data Publisher	2050

Description	Initial Charge	Quarterly Charge
Product		
iTrent Software Maintenance		

The parties acknowledge that all Product modules are intended to be coterminous with the expiry or early termination of the Agreement.

Payment Terms:

As detailed in Section 7 (Charges) of the Master Services Agreement.

Payment Method:

Initial Charge, by cheque or electronic funds transfer, will be due and payable within 7 days of the Agreement Date.

Quarterly Rental Charge by Direct Debit on the Agreement Date and each succeeding quarter date.

Quarterly Maintenance Charge by Direct Debit on the Agreement Date and each succeeding quarter date



ANALYTICS PRODUCT

Description	Quantity	Initial Charge	Quarterly Charge
iTrent Universe	1		
iTrent Universe Service Charge	1		

The parties acknowledge that all Product modules are intended to be coterminous with the expiry or early termination of the Agreement.

Payment Terms:

As detailed in Section 7 (Charges) of the Master Services Agreement.

Payment Method:

Initial Charge, by cheque or electronic funds transfer, will be due and payable within 7 days of the Agreement Date.

Quarterly Charge by Direct Debit on the Agreement Date and each succeeding quarter date.

Analytics Third Party Products

Description	Quantity	Initial Charge	Annual Charge
SAP   Business Objects: Named User Licence	2		
SAP   Business Objects: Named User Licence Service Charge	2		

Payment Terms:

As detailed in Section 7 (Charges) of the Master Services Agreement.

Payment Method:

Initial Charge, by cheque or electronic funds transfer, will be due and payable within 7 days of the Agreement Date.

Annual Charge by Direct Debit on the Agreement Date and each anniversary of it.

## MANAGED SERVICES

### HR and Payroll Services

Description	Quantity
iTrent Payroll Processing Service   Monthly Payroll	1
iTrent Payroll Processing Service   Monthly Paid Employees	1820
P11D   Managed Service   Full Service	7

Description	Initial Charge	Quarterly Charge
Total		

Quarterly Managed Services Charges exclude payslip postage and packing, which will be charged additionally at cost.

**Payment Terms:**

As detailed in Section 7 (Charges) of the Master Services Agreement.

**Payment Method:**

Initial Charge, by cheque or electronic funds transfer, will be due and payable within 7 days of the Agreement Date.

Quarterly Managed Services Charge by Direct Debit on the Agreement Date and each succeeding quarter date.

### iTrent Hosting Services

Description	Quantity
Hosted iTrent Environments	1
Hosted iTrent System Maintenance Charge	1
Active Users (Employees) Processing Charge	2050
Business Objects   Multi-Tenanted	1
Data Protection Onboarding	1
Secure Direct Database Access   Service Charge	1
Secure Direct Database Access   Set-up Charge	1
Single Sign-On	1



Description	Initial Charge	Quarterly Charge
Managed Services Hosting Services		
Hosted iTrent System Maintenance Charge		

Payment Terms:

As detailed in Section 7 (Charges) of the Master Services Agreement.

Payment Method:

Initial Charge, by cheque or electronic funds transfer, will be due and payable within 7 days of the Agreement Date.

Quarterly Managed Services Charge by Direct Debit on the Agreement Date and each succeeding quarter date.

Quarterly Maintenance Charge by Direct Debit on the Agreement Date and each succeeding quarter date

Overage Charges

Description	Overage Rate
Quarterly Payslip Provision (6150 payslips produced per quarter)	
P11D Overage (7 P11Ds per annum)	
P60 Overage (2050 P60s per annum)	
BACS Transmissions (per transmission)	

Payment Terms:

As detailed in Section 7 (Charges) of the Master Services Agreement.

Payment Method:

By cheque or electronic funds transfer within 30 days from the date of invoice.

Managed Services Professional Services

Description	Quantity	Unit Charge	Unit	Total Charge
P11D   Managed Service   Onboarding	1			

Payment Terms:

As detailed in Section 7 (Charges) of the Master Services Agreement.

Payment Method:



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By cheque or electronic funds transfer on the Agreement Date.



MHR Assist

Description	Quantity (Hours)	Initial Charge	Annual Charge
MHR Assist	10		

Provides ad hoc consultancy over a 12 month period. For full terms of use see the MHR Assist Service Level Agreement. The Customer's purchased MHR Assist hours shall auto-renew to the original amount on the anniversary of their purchase.

Payment Terms:

As detailed in Section 7 (Charges) of the Master Services Agreement.

Payment Method:

By cheque or electronic funds transfer on the Agreement Date and each Anniversary of it by Direct Debit.



THIRD PARTY ALLIANCES

Any Third Party Product or Cloud Provider additional terms can be found [here](#).

Description	Quantity	Unit of Measure	Initial Charge	Annual Charge
iTrent LearnNow   Online Licence <i>Access to our Learn Now Library and Release Overviews</i>	1			

Payment Terms:

As detailed in Section 7 (Charges) of the Master Services Agreement.

Payment Method:

Initial Charge by cheque or electronic funds transfer, will be due and payable within 7 days of the Agreement Date.

Annual Charge by Direct Debit on the Agreement Date and each anniversary of it.