

**Call-Off Schedule 22 (Lease Terms)**

Call-Off Ref:

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**Annex A**

**Call-Off Schedule 22 (Lease Terms) – Equipment Order Form Template**

[Buyer guidance: This Equipment Order Form, when completed and executed by both Parties, forms an Equipment Order. An Equipment Order can be completed and executed using an equivalent document or available electronic purchase order system. If an electronic purchasing system is used instead of signing as a hard-copy, the text below must be copied into the electronic order form]

ORDER REFERENCE: 0016g00000P3nuIAAR

DATE OF ORDER: 25/10/2022

THE BUYER: The Insolvency Service (INSS)

BUYER CONTACT **Ciara Tuennessen**

INVOICE CONTACT 1 West Field Ave London E20 1HZ

THE SUPPLIER: Quadient Finance UK Ltd

SUPPLIER ADDRESS:

SUPPLIER ACCOUNT  
MANAGER:

**THE DELIVERABLES**

Equipment: 9 x 1x7 SMART Franking Machine, Dynamic Scales and 5kg scales, 7 x 1X5 a/f Smart Franking Machine with 3kg scales. IM19 Letter opener, IM30 Letter opener, DS751 3 Station special folder inserter, DS851 2 Station tower, 16 x 30 Kg Smart Scales. 16x Thermal Printer

Quantity: One

Owner: Quadient Finance UK Ltd

Framework Ref: RM6017

Project Version: v1.0

Model Version: v1.0

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Services: Total Care Service Plan

**LEASE PERIOD**

The Lease Period shall be the period of Three Years from the Actual Delivery Date until the Return Date.

**PRICE AND PAYMENT**

Rentals payable by the Buyer £61,228.74 per annum, including service, excluding VAT

Additional Charges for Services Not applicable

Payment Method Invoice

**Invoicing and Payment**

The Supplier shall issue invoices quarterly and the Buyer shall pay the Supplier within thirty (30) days of receipt of a valid invoice, submitted in accordance with this Equipment Order Form and the provisions of the Call-Off Contract.

**SPECIAL TERMS**

Special Term 1 The lease rental price shown in these terms, include an amount of £0 in full and final settlement of existing lease agreement 463083

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**BY SIGNING AND RETURNING THIS ORDER THE SUPPLIER AGREES** that they have read the Lease Terms and by signing below agree to be bound by the terms.

**For and on behalf of the Buyer:**

	
Signature	
Date	

**For and on behalf of the Supplier:**

Name and Title	
Signature	
Date	

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Project Version: v1.0

Model Version: v1.0

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