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Date 6 February 2017

Our Ref

DX:

Your Ref

Commercial - In Confidence

Dear

Service Order: Perceptions of HMRC Research under the Market Research Framework MR130001

I refer to the **Market Research MR130001** Framework Agreement contract. This letter is to formally issue an order / award an assignment under this framework titled Perceptions of HMRC Research. The assignment is detailed in the following documents:

- HMRC's research specification for this assignment which we issued to you on 14/12/16.
- Your final proposal of 04/02/17 with the revisions discussed at our meeting on 03/02/17.
- The **Market Research MR130001** Framework Contract (which comprises HMRC's research specification, your final proposal, plus the terms and conditions of the Market Research MR130001 Framework Agreement).
- Unless specifically amended by the assignment specification or proposal, in all regards the terms and conditions of the Framework Agreement apply. For the purpose of this assignment the 'notice period' shall be 2 weeks'.

The formal start date of this assignment is 06/02/17. The assignment is estimated to be completed by 28/04/17.

The total cost of this assignment is £47,200 + VAT. The invoice schedule is as follows:

Invoice Schedule			
Approximate Date	%	Amount to be invoiced	Milestones ^a
06/02/17	20%	£9,500+ VAT	On initiation of the project
08/03/17	30%	£14,250 + VAT	On presentation of the Stage 1 findings
31/03/17	41.5%	£19,450 + VAT	On completion of the Stage 2 fieldwork
28/04/17	8.5%	£4,000 + VAT	On agreement of the final report
Total	100%	£47,200 + VAT	

To note the final invoice is subject to the satisfactory (to HMRC) completion of all aspects of the work. The Department's nominated officer for the project is .

Please ensure that the following PO Number is quoted on all invoices for this project: 8500005473.

Invoices relating to this Service Order should be sent by email, in PDF format, to HMRC Financial Shared Services, Accounts Payable payments.team@hmrc.gsi.gov.uk.

All invoices must quote the Purchase Order Number. Invoices received without a Purchase Order number may be rejected.

Invoices should only be submitted after we have agreed satisfactory delivery of the items specified in this service order.

We would be grateful if you could e-mail to confirm agreement with the terms of this assignment under the Market Research MR130001 Framework Agreement.

Yours faithfully,

(by e-mail)

NB 'Personal', 'Confidential' and 'Commercial' sensitive information has been redacted according to the provisions in the FOI Act (sections 40, 41 & 42).