



1 Trevelyan Square
Boar Lane
Leeds LS1 6AE

0300 303 5678

Matrix Booking Ltd
114 St Martin's Lane
London
WC2N 4BE

27 October 2020

Our reference: prj_4838 Matrix Desk Booking System Software

Contract reference: TBA

Initial term of the contract : 27 October 2020 to 26 October 2021

Authority: NHS Digital (Health and Social Care Information Centre (HSCIC))

Dear Sirs,

Following your final quotation for the supply of the above-mentioned goods/services as appended to this Award Letter under Annex 1, we are pleased to award this Statement of Work to you.

This Award Letter and its Annexes set out the terms of the agreement between NHS Digital as the Customer and Matrix Booking Ltd as the Supplier for the provision of the goods/services, awarded under the terms of the Ministry of Justice call-off contract via the CCS G-Cloud 10 framework agreement appended to this Award Letter under Annex 2.

In the event of any conflict between this Award Letter and the call-off contract, this Award Letter shall prevail.

For the purposes of the agreement, the Customer and the Supplier agree as follows:

1) The charges and specification for the goods/services shall be as set out in the appended quotation dated 9 September 2020.

2) The Term shall be the period from the start date to the expiry as follows:

Start date: 27 October 2020
Expiry date: 26 October 2021

3) The Term shall be able to be extended by 2 (two) further periods of 12 months each.

4) The address for notices of the Parties are:

Named contact for the Customer: [REDACTED]

Title: [REDACTED]

Address: Trevelyan Square, Boar Lane, Leeds, LS1 6AE

Email address: [REDACTED]

Named contact for the Supplier: [REDACTED]

Title: [REDACTED]

Address: 114 St Martins Lane, London, WC2N 4BE

Email address: [REDACTED]

Payment

You must be in receipt of a valid NHS Digital purchase order (PO) number before submitting an invoice. All invoices should be sent, quoting that number to the address given on the PO.

To avoid delay in payment it is important that the invoice is compliant and that it includes

- PO reference
- NHS Digital Contract reference (TBA)
- Item number (if applicable)
- the details (name and telephone number) of your customer contact.

Non-compliant invoices will be classed as invalid, and will be sent back to you, which may lead to a delay in payment.

If you have a query regarding an outstanding payment please contact our Accounts Payable section by email.

Charging

Subscriptions are payable annually in advance.

We thank you for your co-operation to date, and look forward to forging a successful working relationship resulting in a smooth and successful supply of the goods/services. Please confirm your acceptance of this award of this statement of work by signing and returning this letter. No other form of acknowledgement will be accepted.

Yours faithfully,

[REDACTED]

[REDACTED]

Supplier Signature

Name

Title

Date

ANNEXES
Annex 1: Quotation dated 9 September 2020
Annex 2: Ministry of Justice call-off contract