



Dods Parliamentary Communications Limited

REDACTED

Date: 25/06/2021

Contract ref: CCCS20A01

I write to thank you for your work on the Civil Service Awards and to document the arrangements between the Cabinet Office (the “**Customer**”) and Dods Parliamentary Communications Limited (the “**Supplier**”) as the pace of the work and various other delays meant it was not possible to put a written contract in place at the time, I would be grateful if you could arrange for a duly authorised representative of the Supplier to sign and return this letter to confirm that the parties agree and acknowledge that:

1. A contract to deliver the services set out in Annex A commenced on 4th March 2020 and terminated on 3rd March 2021 (the “**Contract**”);
2. The Contract was based on the standard terms for Services as set out in Annex A, issued as part of the Contract Award documentation.
3. The Contract did not oblige the Customer to pay any charges, instead the Supplier recovered its cost via sponsorship.
4. The Supplier hereby releases and forever discharges, all and/or any actions, claims, rights, demands and set-offs, whether in this jurisdiction or any other, that it has against the Customer relating to or arising out of or in connection with the Contract.
5. This letter shall immediately be fully and effectively binding on them and shall be governed by the law and courts of England and Wales.
6. It is also noted that since the contract was awarded, the Suppliers company name has legally changed from Dods Parliamentary Communications Limited to Dods Group Ltd.

Yours faithfully,

Signed for and on behalf of the Buyer: Cabinet Office

REDACTED

OFFICIAL

Name: REDACTED

Job Title: REDACTED

Date: REDACTED

Signed for and on behalf of the Supplier: Dods Parliamentary Communications Limited

REDACTED

Name: REDACTED

Job Title: REDACTED

Date: REDACTED