



Design79 Ltd
Goldsithney
Penzance
Cornwall TR20 9LY

Attn: Simon Green

16th August 2021

Dear Simon

TEN497 CIOS People Hub Marketing, PR, Digital Design and Website Development

I am pleased to be able to confirm your appointment as the preferred supplier to deliver the works as specified in the above tender documentation and your bid document received on Monday 9th August 2021.

The contract will be between Cornwall Development Company (CDC) and Design79 Limited is subject to the following:

1. This letter of engagement and attached CDC's Terms and Conditions
2. The brief contained in the tender TEN 497 taken in conjunction with your proposal and any subsequent responses to queries.
3. The agreed timescale is as follows:

Project inception meeting, and start of contract	16 August 2021
Delivery of Marketing Plan	03 September 2021
Delivery of fully functioning website	24 September 2021
First 3 month report	29 October 2021

Payment

Invoices must be addressed to:

Josh Hoole
Cornwall Development Company
Bickford House, South Wheal Crofty, Station Road, Pool, Redruth, Cornwall,
TR15 3QG
Reference: POXXXXX- TEN497 (PO to follow - see below regarding the issue of CDC's PO)

The Supplier will submit invoices according to the schedule to be agreed at the inception meeting on Monday 16th August 2021.



Subject to approval by the Project manager, this will be paid by Cornwall Development Company 30 days from the invoice date. To ensure prompt payment via BACS please provide bank details below.

Acceptance

The Contract is effective from 16th August 2021. Failure to comply with the above terms may be deemed by the Client to invalidate the Contract in part or absolutely.

To confirm acceptance of this contract and the CDC terms and conditions (Enc1) please complete and return the acceptance details below and a signed copy of the terms and conditions. Please remember to retain a copy for your own records.

Cornwall Development Company will then issue a purchase order to you the number of which you will be required to quote on all correspondence.

Yours sincerely

Josh Hoole

Cornwall Development Company
Bickford House, South Wheal Crofty, Station Road, Pool, Redruth,
Cornwall, TR15 3QG

Enclosures:

1. CDC's Terms and Conditions over £25K
2. Design Tender 497 Covering Letter dated Monday 9th August 2021
3. Design79 Tender 497 Tender Response Document received as an attachment to your email of Monday 9th August 2021



TEN 497

For and on behalf of Design79 Ltd

I/We hereby accept the terms and conditions of the letter of engagement as set out above.

Signed.....

Date.....

Name
Company.....
(Capitals)

Position in
(i.e. Director/Partner)

Bank Details

Bank account: Name _____

Bank Name: _____

Sort Code: ----- _ _ --- _ _ ---- _ _ -----

Account Number: _____ (8 digits)