**RM6003 - MEDIA BUYING - LETTER OF APPOINTMENT**

[Letterhead of Client]

Dear Sirs

**Letter of Appointment**

This letter of Appointment is issued, in accordance with the provisions of the Framework Agreement (RM6003) between CCS and the Agency, dated [xxxx].

Capitalised terms and expressions used in this letter have the same meanings as in the Call-Off Terms unless the context otherwise requires.

|  |  |
| --- | --- |
| Order Number: | [ ] |
| From: | [ ] ("Client") |
| To: | [ ] ("Agency") |

|  |  |
| --- | --- |
| Effective Date: | [ ] |
| Expiry Date: | End date of Initial Period [ ]  End date of Maximum Extension Period[ ]  Minimum written notice to Agency in respect of extension:[ ] |

|  |  |
| --- | --- |
| Services required: | Set out in Section 2 (Services offered) and refined by:  · the Client’s Brief attached at Annex A and the Agency’s Proposal attached at Annex B; and  [insert supplemental information if any] |

|  |  |
| --- | --- |
| Key Individuals: | [ ] |
| [Guarantor(s)] | [ ] |

|  |  |
| --- | --- |
| Call-Off Charges (including any applicable discount(s), but excluding VAT): | [ ] |
| Insurance Requirements | [ Additional public liability insurance to cover all risks in the performance of the Call-Off Contract, with a minimum limit of £[x] million for each individual claim ]  [Additional employers' liability insurance with a minimum limit of £[x] indemnity ]  [Additional professional indemnity insurance adequate to cover all risks in the performance of the Call-Off Contract with a minimum limit of indemnity of £[x] million for each individual claim.]  [Product liability insurance cover all risks in the provision of Services under the Call-Off Contract, with a minimum limit of £[x] million for each individual claim ] |
| Client billing address for invoicing: | [ ] |
| Client billing address for international invoicing:  (if different from the above): | [ ] |
| International Billing Option  (if applicable): | [ The chosen option for international billing for all campaign activity will be Option X. Option 1 will be the default option where no option is detailed here and in circumstances where the chosen option is not appropriate. See the call off terms section 12 for details.] |

|  |  |
| --- | --- |
| Alternative and/or additional provisions: | [ ] |

**FORMATION OF CALL-OFF CONTRACT**

**BY SIGNING AND RETURNING THIS LETTER OF APPOINTMENT (which may be done by electronic means) the Agency agrees to enter a Call-Off Contract with the Client to provide the Services in accordance with the terms of this letter and the Call-Off Terms.**

**The Parties hereby acknowledge and agree that they have read this letter and the Call-Off Terms.**

**The Parties hereby acknowledge and agree that this Call-Off Contract shall be formed when the Client acknowledges (which may be done by electronic means) the receipt of the signed copy of this letter from the Agency within two (2) Working Days from such receipt.**

**For and on behalf of the Agency: For and on behalf of the Client:**

Name and Title: Name and Title:

Signature: Signature:

Date: Date:

**Annex A**

**Client Brief**

The format of the Brief is as set out in the Call-Off Contract template.

**Annex B**

**Part 1: Agency Proposal**

To be used when framework is live

**Part 2: Call-Off Terms**

To be used when framework is live