Notes: Before completing/ame   **, please read the following notes:**

a)   Neither these note ab   otnotes to it form part of the Form. They
     should all be deleted be

b)   This Order Form is a pr   n insert in the Annex to Schedule 1 of the
     <u>IT Services Framework</u>   t as necessary for the purposes of that
     Framework Agreement   lighted gaps in it.

c)   When the Company sub   rm for a particular Call Off Contract, it will
     need to take the versi   the Annex to Schedule 1, and then, in
     consultation with the S   necessary. The Company will then sign
     and submit the Order to

<u>SOFTWARE DEVE   NSING: ORDER FORM</u>

1.   This Order Form:

     1.1   has been complete   pany;

     1.2   submitted by it to   o paragraph 1.1 of the Ordering
           Procedure. (The   et out in Schedule 1 of the IT
           Services Framewor

     1.3   is the Company's   er to supply services comprising
           software developme   iled below ("Services"); and

     1.4   is an offer by the C   all Off Contract for the Services.

2.   The following are further d   scription of the elements of and/or
     the set of services [comp   the Services that the Company
     requires: <<insert detailed

     The other material details   r set of services [comprising] **OR**
     [included in] the Services   e supply of those Services are as
     follows: <<insert other mat

3.   **[¹** In addition to the elemen   described in paragraph "2" above,
     the Services include other   r set of services. The following are
     further details and/or a fu   urther elements of and/or set of
     services included in the   pany requires: <<insert detailed
     description of service>>.

     The other material details   or set of services included in the
     Services described above   Services are as follows: <<insert
     other material details>> **]**

4.   The Relevant Call Off Term   e to all of the Services covered by
     this Order Form are set o   3] **OR** [4] **OR** [5] **OR** [6] of the IT
     Services Framework Agree

5.   The Supplier should within   ] days acknowledge receipt of this
     Order Form and notify eithe   offer or that it declines this offer.

6.   If and when the Supplier   Supplier and the Company will
     thereby be deemed to ente   for the provision of the Services.

---

¹ Paragraph 3 should be included to cover any furthe   d under this Call Off Contract. If there are to be any
further elements or sets of services in addition to thos   mplete, as necessary, one or more paragraphs using
the same wording as per "3", adding the relevant info

² Amend so that the only Schedule referred to here is   opment and Licensing Terms. All of the elements and
sets of services covered by paragraphs "2", "3" etc ab   re Development and Licensing Terms. Any type of IT
services other than software development and licensi   ate Order Form which relates to the appropriate set of
Terms and the type of service concerned, e,g, softwar   t, or hardware & software services.

7. **[**The following details are [...] x to the Relevant Call Off Terms applicable to the Call Off [...] s of Clauses 7.4 and 7.6.2 of the Framework Agreement.

Clause 7.4: In relation to th[...] Company, as Data Controller, and the Supplier, as Data Pro[...] details of the personal data to be processed by the Supplier, [...] as follows:

a) type(s) of persona[...]

b) scope of processi[...]

c) nature of process[...]

d) purpose of proces[...]

e) duration of proces[...]

Clause 7.6.2: In relation to [...] the Company, as Data Controller, and the Supplier, as D[...] agree that the technical and organisational measures to [...] r as Data Processor to protect the personal data from unauth[...] ssing, accidental loss, damage or destruction are as follows:

<<insert details of the tech[...] measures>>**]**

8. The following Annexes for[...]

Ne[...]on

PART 1: Specification

<<Insert Details>>

PART 2: Documentation

<<Insert Details>>

PART 3: Specified Equip[...]

Company's Hardware
<<Insert Details>>

Company's Operating Sy[...]
<<Insert Details>>

PART 4: Licence Restrict[...]

Site	Number of [...]	[...]umber of Designated Servers
<<insert location>>	<<insert nu[...]	[...]<insert number>>
<<insert location>>	<<insert nu[...]	[...]<insert number>>
<<insert location>>	<<insert nu[...]	[...]<insert number>>

<<insert location>>	<<insert nu		<<insert number>>

<<Insert Details>>

PART 1: The Price

The Price shall be £<<insert sum>> the following instalments:

Stage	Rate		
Initiation	£<<insert sum>>		l Off Contract
Stage 1	£<<insert sum>>		f parts 1-4 of Annex 2
Stage 2	£<<insert sum>>		f parts 5 and 6 of Annex 2
Stage 3	£<<insert sum>>		f parts 7-9 of Annex 2
Stage 4	£<<insert sum>>		

PART 2: Additional Services Rat

<<e.g. <..>% of List Price>>

Sou   tion

<<Insert Details>>

<<Insert Details>>

Signed by   ………………………
Name ……………………….
on behalf of the Company
Dated …………………………..

Signed by …………………………

Name ……………………..

on behalf of the Supplier

Dated ……………………………