

Order Form

This Order Form is dated 09/11/22 ("Commencement Date") and entered into between Folkstone-Hythe District Council ("Client"), whose registered office is at Civic Centre, Castle Hill Avenue, Folkstone, CT20 2QY and Ideagen Gael Ltd ("Ideagen" or "Company"), whose registered office is at Orion House, Bramah Avenue, East Kilbride, G75 ORD. Ideagen and Client may hereafter be referred to each individually as a "Party" or collectively as the "Parties."

Roles, Responsibilities & Contacts

[REDACTED] will manage the business relationship and be the individual through which arrangements are made.

Ideagen will undertake the work and tasks set out in this Order Form only upon formal execution of this Order Form.

[REDACTED] and others as advised by Client from time to time.

Tasks & Deliverables

Description of Products and/or Services	Duration	Quantity	Total Cost
Workrite 10 Course Pack	2 Years	1	[REDACTED]
Professional Services	1 year	1	[REDACTED]

Initial Period

2 years

Data Hosting Location

Data is processed and stored within the Microsoft Azure Cloud within the UK & EU. Backup data is held within a geographically redundant Microsoft AZURE UK-West cloud site housed exclusively in the UK.

Client Billing Information

Billing Contact	
Billing Address	Civic Centre, Castle Hill Avenue, Folkstone, CT20 2QY
Accounts Payable Email	
Accounts Payable Contact Number	
Payment Portal (if applicable)	
Payment Portal Email (if applicable)	
VAT/Sales Tax Number	
PO number (if applicable)	

Payment Terms

[Invoices shall be payable within 30 days upon receipt of a valid invoice]



Summary of Costs

The cost of this Order Form for the Initial Period will be as follows excluding VAT/Sales Tax where applicable:

Software	
Services	
Support	
Total Cost	£9,998

All prices exclude any required expenses incurred for travel, accommodation, and subsistence. These will be invoiced using the same PO number, unless advised otherwise.

Terms & Conditions

The terms and conditions of this order are governed by our existing agreement, which this order will amend. If there is no existing agreement in place or if our previous agreement has terminated, then this order is governed by and incorporates the terms and conditions of the Ideagen group standard MSSA at <https://www.ideagen.com/media/13576/mssa-v22.pdf>.

IN WITNESS WHEREOF, the Parties have caused this Order Form to be executed by their duly authorised representatives as of the Commencement Date.

Ideagen Gael Ltd

Signature: _____

Name: _____

Position: **Sales Executive**

Date: **11 / 09 / 2022**

Client

Signature: _____

Name: _____

Position: **OD Lead Specialist**

Date: **11 / 09 / 2022**