

Introduction

CAMMS develops, implements and supports world leading integrated solutions in risk, strategy, projects and people to help its clients make the right decisions, manage risks, align the talents of their organisation and focus on what matters.

This Order Form is issued by CAM MANAGEMENT SOLUTIONS LIMITED incorporated and registered in England and Wales with company number 06360806 whose registered office is at Suite 4.3 Parsonage Chambers, 3 The Parsonage, Manchester, England, M3 2HW (CAMMS).

The details of the CAMMS products and services, fees, subscription duration, and specific license or subscription terms are set out in this Order Form.

General terms applying to CAMMS products and services are contained in the following documents:

- the CAMMS Customer Master Terms at <https://cammsgroup.com/contract-terms-and-conditions/>
- the CAMMS SaaS Schedule at <https://cammsgroup.com/contract-terms-and-conditions/>
- the CAMMS Professional Services Schedule at <https://cammsgroup.com/contract-terms-and-conditions/>

By signing or otherwise accepting this Order Form, the Customer creates a separate binding agreement (**Agreement**) comprising: (a) this Order Form; (b) the Schedule/s; (c) any attachments to the Order Form or Schedule/s; and (d) the Master Terms (as in force at the Order Start Date). If there is a conflict between these documents, the one higher in the list prevails. Capitalised terms used in this Order Form have the same meaning given to them in the Master Terms.

PLEASE ENSURE YOU READ THE MASTER TERMS AND SCHEDULES BEFORE SIGNING THIS ORDER FORM.

Order Form

Item 1 Customer Details

Company Name	
Company Number	
Address for Notices	
Service Address (if different from Address for Notices)	
Email address for electronic correspondence	
Email address for Accounts Payable	
Authorised Representative (Name)	
Authorised Representative (Email)	
Authorised Representative (Phone)	

Item 2 Schedules that form part of the Agreement

- 1.1. Each time the Customer signs or otherwise accepts an Order Form, it creates a separate binding agreement (**Agreement**) comprising: (a) that Order Form; (b) Schedule/s (as in force at the Order Start Date); (c) any attachments to the Order Form or Schedule/s; and (d) Customer Master Terms (as in force at the Order Start Date). If there is a conflict between these documents, the one higher in this list prevails.

Item 3 Agreement Term

Agreement Term	Order Start Date: [insert date]
	Order End Date: [insert date]

- This Order Form is for the full Agreement Term and is non-cancellable and non-refundable except as provided in the Master Terms.
- At the Order End Date, the Agreement Term will **automatically renew for successive one year terms**, following the process set out in the CAMMS SaaS Schedule.

Item 4 CAMMS Software and Fees

CAMMS will give the Customer access to the modules of the CAMMS Software, and the Customer will pay the Fees, described below.

CAMMS Software Product / Module	Fee Per Annum per User	Number of Users	Fee per Annum
Product A	£1.00	1	£1.00
Product B	£1.00	1	£1.00
Product c	£1.00	1	£1.00
		Total (ex-VAT)	£3.00
		VAT:	£0.60
		Total (inc-VAT)	£3.60

- This Fee is for the CAMMS Software, CAMMS Support and CAMMS Hosting.
- This Fee is payable annually in advance, from the Order Start Date.
- The Fee is based on the number of Authorised Users. If the Customer wishes to add Authorised Users, it will be processed as a Change Request under the Master Terms. (CAMMS will notify Customer of the additional Fees payable.)
- The Fee is fixed from the Order Start Date to the Order End Date (other than any changes due to increased or new taxes). From the Order End Date, CAMMS may adjust the Fees each year (or Customer may choose not to renew) as set out in the CAMMS Hosting Schedule.

CAMMS Customer Care	Number of days Reporting Services	Number of days Virtual Consulting Services	Fee per Annum
Customer Care program subscription – Insert level of package client is buying ie Platinum, Gold, Silver, Bronze	Insert days based on level of packaged purchased	Insert days based on level of packaged purchased	£1.00
		Total (ex-VAT)	£1.00
		VAT:	£0.20
		Total (inc-VAT)	£1.20

- This Fee is for the CAMMS Customer Care service and is payable annually in advance, from the Order Start Date.
- The Fee is based on the level of package subscribed to. Should a Customer exhaust the annual allocation of days, an additional block of days may be purchased at CAMMS Customer Care daily rate.

Support and activities covered by Customer Care include:

- Virtual Access to CAMMS Consultants – Business and Technical for any type of consultant led activity post go-live ie: training, workshops, configuration, advice, specifications and product enhancements. The number of days dependent on the level of subscription package purchased and detailed in the table above.
- Virtual Reporting Assistance for report customisations post go-live – SSRS or Insights reports, modifications to Insights data sets and assistance with downloading reports from the Report Library. The number of days dependent on the level of subscription package purchased and detailed in the table above.
- Access to CAMMS Report Library and ability to utilise the reports in the Library
- Unlimited access to the Global Events Calendar including:
 - Virtual User Groups
 - Live Online Training and Development
 - CAMMS Specialist Training Webinars
 - Monthly Product Walk-throughs
 - Virtual meetings,
 - Membership to cammscommunity
- Unlimited access to cammscollege eLearning platform for all training courses.

Item 5 CAMMS Professional Services

5.1 Deployment Services

[INSERT SCOPE STATEMENT HERE]

5.2 Timeline

- CAMMS have assumed a [INSERT NUMBER] week timeline for the implementation of this project. Should any extension to this be applicable, additional investment may be required.
- The project plan provided associated with these deliverables is indicative only, and subject to refinement based on further discussions with authorised Customer representatives.
- The provided timeframe is dependent upon Customer providing its responsibilities (see below and the Schedule).

5.3 Customer Responsibilities

• [the PS Schedule has general responsibilities which apply to each project. Add any specific items here...and if none, leave blank]

- [x]
- [x]

5.4 CAMMS Professional Services Fees

Service	Effort (Days)	Fee per Day	Total Fee
Service A	1	£1.00	£1.00
Service B	1	£1.00	£1.00
Service C	1	£1.00	£1.00
Total (Days)	3	Total (ex-VAT)	£3.00
		VAT:	£0.60
		Total (inc-VAT)	£3.60

CAMMS will issue invoices on the completion of the milestones outlined below. The milestones are defined in the CAMMS Professional Services Schedule. All invoices are payable in GBP within 30 days from the date of the invoice.

Milestone No.	Description	Amount (%of Professional Services Fee)	Amount (£) (incl VAT)
Milestone 1	Contract Execution	40%	£4.00
Milestone 2	Configuration	25%	£2.50
Milestone 3	User Acceptance	25%	£2.50
Milestone 4	Go-Live	10%	£1.00
Total		100%	£10.00

Item 6 Additional Terms

[add any special terms which amend or override the Master Terms or the Schedules]

SIGNED AS AN AGREEMENT

Signed on behalf of the Customer

Signature of Customer's Authorised Representative

Print name

Date

Signed on behalf of CAMMS

Signature of CAMMS Authorised Representative

Print name

Date