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AWARDS INTELLIGENCE

AWARDS INTELLIGENCE
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Asim Erturk
Londonist DMC
5 Great James Street
Holborn
WC1N 3DB

28th November 2024

Dear Asim

Engagement Letter

I write to set out the services that we, Awards Intelligence Limited, will provide to you, Asim Erturk of Londonist DMC under our Balmoral Royal honour nomination service. Our provision of the Royal honour service is subject to our Conditions of Business (Business Clients), a copy of which are appended to this engagement letter.

Services to be Provided

Under our Royal honour nomination service, we will:

- Liaise with you through face-to-face meetings, telephone calls/Zoom/Teams and email correspondence to source background information and support material about you, the nominee, and agree the nominator and supporters.
- Research and produce professionally written nomination copy in line with the Royal honour nomination requirements, up to a maximum word count of 4000. Should you require the nomination copy to exceed 4000 words we will charge you £1.20 (exclusive of VAT) for each additional word.
- Liaise with supporters and professionally draft up to five third-party letters of support. If you require additional letters of support, we will charge you £395 (exclusive of VAT) for each additional letter.
- Liaise with you to gain sign-off of the nomination and amend copy as necessary ready for the nominator to submit to the Honours and Appointments Secretariat.
- Draft up to two update letters (approximately 500 words each) that your nominator may submit after the nomination has been sent to the Secretariat. The purpose of these letters is to keep the Secretariat informed of any relevant changes or developments that may strengthen your case during the judging period.

We will not commence our provision of the services until we have received a copy of this engagement letter signed by you (please see the section headed “Next Steps”).

We will provide the services in the strictest confidence; we will never knowingly disclose that you are a client of ours seeking a Royal honour.

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Additional Services

Should you require us to carry out activities in addition to those detailed above, we will agree a fee with you in writing prior to undertaking the additional services. The fees for such additional services will be dependent on the work involved and the relevant award.

Charges and Payment

The service will commence immediately. A discounted drafting fee of £7,110 (exclusive of VAT, if applicable) will be payable to Awards Intelligence for the Royal honour nomination. You will be invoiced for 50% of this fee once you have signed and returned this letter, for payment within 7 days of the invoice date. You will be invoiced for the remaining 50% of this fee plus any agreed travel costs (if applicable) 30 days later, for payment within 7 days of the invoice date.

We will invoice you for any necessary travel costs we incur from attending pre-agreed face-to-face meetings (this will include: second class rail fare/45 pence per mile by car/standard class air fare/taxi fare, hotel accommodation). We will not charge for travel costs where meetings are held at our central London office or a mutually agreed central London venue.

We will not incur or charge you for any additional fees or costs (other than those identified above) without obtaining prior agreement from you.

All invoices must be settled in accordance with our Conditions of Business (Business Clients). If we do not receive payment for any fees or costs by the due date, you will be liable to pay interest or, if applicable, statutory compensation and interest – please refer to our Conditions of Business (Business Clients).

We will retain copyright in all material produced by us until we have received payment of all invoices in full and clear funds.

It is important to remember that honours cannot be bought; they are available to all. The Cabinet Office does not endorse or favour the use of professional drafting services, but they ensure that all nominations received are assessed on an equal and transparent basis.

We therefore ensure that when our experts draft your nomination it is as comprehensive, factual and evidence-based as possible. Using our Royal honour service does not guarantee an honour of course, but the depth of research undertaken in putting the nomination together ensures the honours committees formulate their decision based upon a thorough, accurate and relevant presentation of the nominee's merits and achievements.

Personal Data

We will process your personal data in accordance with our privacy notice, a copy of which is available on the company website. A hard copy is available on request. Our policy complies with UK law, including that required by the EU General Data Protection Regulation (GDPR) 2016/679.

Ending the Contract

Please refer to our Conditions of Business (Business Clients) which tell you how you or we may end the contract between us.

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Next Steps

If you wish to instruct us on the basis set out in this engagement letter (subject to our Conditions of Business (Business Clients), please sign, date and return to us a copy of this engagement letter.

We very much look forward to working with you.

Yours sincerely



Claire James
For and on behalf of Awards Intelligence Limited
28th November 2024

DocuSigned by:
Asim Erturk
AECE36E74E944C4...
……
Asim Erturk
For and on behalf of Londonist DMC
Date: 11/28/2024