

## Terms of Engagement

Thank you for instructing Intersol Technical Services Limited (trading as "Intersol Global") to act on your behalf in connection with the provision of investigation services. We are writing to confirm the terms of our engagement.

The engagement is undertaken on the basis that our Standard Terms and Conditions ("Standard Terms") shall apply to this work and govern our relationship with you.

### **Scope of our Services and Term**

We set out in the **Standard Proposal of Services** the details of the services to be delivered ("Services") under this engagement.

Where delivery of those services is of an operational investigative nature, due regard will be taken of, and compliance exercised with, any and all statutes and policies that govern the conduct of investigation and investigative interviewing.

Our engagement will commence as of (Date) and will continue until the agreed completion of the Services, unless terminated earlier in accordance with clause 8 of the Standard Terms.

Any work already performed in connection with this engagement before the date of this contract shall be governed by the terms and conditions of this contract.

### **Intersol Global's commitment to you.**

Provided that all relevant information, documentation and access to personnel is made available to us promptly as and when required by us, and provided further that you comply with your obligations as set out below, Intersol Global will use reasonable endeavours to provide the services and meet your requirements and timescales as have been agreed.

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### **Your Responsibilities**

Your responsibilities are set out in clause 3 of the Standard Terms. Please read these terms carefully.

### **Our Charges**

For this engagement we will charge our fees as per the details in **Standard Proposal of Services**.

All investigations commissioned by the client require a 50% upfront payment payable within 30 days, based on the estimated value detailed within the agreed investigation plan. A final invoice for the balance of agreed work will be issued once our final report is submitted to the client.

Any further increased scope of work will be discussed and agreed between us and dealt with either as an amendment to this letter, by a new engagement letter, or as reflected by agreed Terms of Reference (TOR).

### **Standard Terms of Business**

This letter is the engagement letter ("EL") mentioned in our Standard Terms. Please read the Standard Terms carefully. We draw your attention, in particular, to the following clauses of the Standard Terms:

Clause 9: We set out here our principal exclusions and limitations on our liability to you. We exclude liability for indirect or consequential economic losses. Our liability to you in connection with this engagement for direct losses shall be limited, on the basis set out in our Standard Terms, to a maximum aggregate of £5,000,000.

Clause 12: We set out here the obligations imposed on each of us in respect of your Confidential Information. For our marketing or publicity purposes we are



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permitted to make general references to our relationship with you and to work performed for you.

If there are any aspects that you wish to discuss further, please let us know.

Please also review our [Terms & Conditions](#)

If you require a data processing agreement and do not have your own, please use the following template - [Data Processing Agreement](#)

**Please use the checkbox below to agree to the Terms of Engagement and Terms & Conditions**

**Once checked, press the save button at the top of the page.**