

Luton,  
Beds,  
LU2 9UB

e-mail: [contact@adew-consulting.co.uk](mailto:contact@adew-consulting.co.uk)

<date>

...company name / address...

Dear xxx,

### CONTRACT CONFIRMATION NOTE

We are pleased to confirm our acceptance of the assignment to act as an independent contractor as set out below ("**the Assignment**") subject to the attached ADEW Terms for the Supply of Services. Please countersign and date both copies, and return one copy to us at the above address.

1. **Client:** nnn ltd (registered number xxxxxx)
2. **Client Site[s]:** address
3. **Assignment Commencement Date:** dd mmmm yyyy
4. **Assignment End Date:** dd mmmm yyyy (subject to earlier termination)
5. **Services Days:** Mondays to Fridays excluding public holidays in England
6. **Man Day:** 8 hours per Services Day
7. **Client Reporting Contact:** nnn
8. **Fee:** [example:] £1600.
9. **Services:** Project, as outlined in the specification 'Sample Project Specification', by nnn, company, and detailed in 'Sample Project Details' by David Rogers, ADEW.
10. **Special notes:** Delivery of services is not made until a correctly signed copy of this document is received.

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DAVID RODGERS  
AN AUTHORISED SIGNATORY FOR  
ADEW

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nnn  
AN AUTHORISED SIGNATORY  
FOR xxxx

Date.....

Date.....