Professional Services Proposal

Proposal reference	PSP-2026-0147	**Proposal date**	October 6, 2026
Valid until	November 5, 2026	**Version**	1.0

1. Provider

Provider legal name	Northfield Data Consulting Ltd.	**Tax identification number**	GB 418 2297 55
Registered address	Unit 4, Carlisle House, 32 Bridge Street, Manchester M3 3BT, United Kingdom	**Contact person**	Helen Whitcombe
Position	Engagement Director	**Email**	helen.whitcombe@northfielddata.co.uk
Telephone	+44 161 884 2210		

2. Client

Client legal name	Arbor Logistics Group plc	**Tax identification number**	GB 772 4418 09
Address	Arbor House, Kingsway Business Park, Rochdale OL16 4NL, United Kingdom	**Contact person**	Daniel Osei
Position	Head of Operations	**Email**	d.osei@arborlogistics.co.uk
Telephone	+44 1706 338 921		

3. Background and objectives

The provider has been invited to submit a proposal for the engagement described below. This section records the client's stated situation and the outcome the engagement is intended to achieve.

Engagement title	Warehouse demand forecasting and replenishment review
Background	Arbor Logistics operates six regional warehouses and currently plans replenishment from a weekly spreadsheet maintained by each site. Stock-outs on fast-moving lines reached 9% last quarter, while slow-moving stock absorbed roughly £1.4m of working capital.
Objectives	Reduce stock-outs on the top 200 lines to below 4%. Release working capital tied up in slow-moving stock without increasing the stock-out rate. Leave the client's own team able to run and adjust the forecast without external help.

4. Scope of services

The provider will perform the services summarised in this section using suitably qualified personnel and in accordance with generally accepted professional standards. Any activity not described here, and any activity expressly listed as excluded, falls outside the scope of this proposal and will be quoted separately.

Scope summary	Review of eighteen months of movement data across all six sites. Construction of a demand forecast at line and site level, with a replenishment rule set tuned to each site's lead times. Hand-over workshops with the planning team, and a written operating guide.
Out of scope	Changes to the warehouse management system itself. Supplier negotiation or lead-time renegotiation.

	Any work relating to the Ireland operation, which is out of scope for this engagement.
	Provide movement, stock and lead-time extracts within five working days of kick-off.
Client responsibilities	Nominate a single point of contact empowered to approve the rule set.
	Make the planning team available for two half-day workshops.

5. Deliverables, effort and price

The following table sets out each deliverable, the estimated professional effort assigned to it and its price. Effort figures are estimates for planning purposes; the prices shown are fixed for the scope described in this proposal.

Ref.	Deliverable	Effort (days)	Target date	Price
D1	Data assessment and baseline report, quantifying current stock-out and holding cost	8	November 20, 2026	9,600.00
D2	Demand forecast model at line and site level, with back-testing against the last two quarters	15	December 18, 2026	18,000.00
D3	Replenishment rule set and parameter guide per site	10	January 22, 2027	12,000.00
D4	Two hand-over workshops and written operating guide	5	February 5, 2027	6,000.00

Currency	GBP	**Total effort (days)**	38
Subtotal	45,600.00	**Discount**	2,600.00
Tax rate (%)	20	**Tax amount**	8,600.00
Total fees	51,600.00	**Estimated expenses**	2,400.00

6. Timetable

Planned start date	November 2, 2026	**Planned completion date**	February 5, 2027
Schedule assumptions	Dates assume the data extracts arrive within five working days of kick-off. A delay there moves every subsequent date by the same number of days.		

7. Commercial terms

Fees. The fees payable are those set out in the deliverables table and its totals. Unless stated otherwise there, fees are exclusive of applicable indirect taxes, which will be added at the rate in force on the date of each invoice.

Expenses. Reasonable travel, accommodation and other out-of-pocket costs incurred in performing the services will be recharged at cost against supporting documentation, up to the estimate stated above. Any expense expected to exceed that estimate will be agreed with the client in advance.

Invoicing and payment. The provider will invoice in accordance with the invoicing arrangement stated in this proposal, and each invoice is payable within the payment period stated, by transfer to the account notified by the provider. Amounts unpaid after the due date may accrue default interest at the statutory rate, and the provider may suspend the services until payment is received.

Validity. This proposal may be accepted until the date shown as its validity limit, after which the provider is free to withdraw or revise it. Prices are based on the scope, assumptions and timetable recorded above; a material change to any of them entitles the provider to submit a revised estimate for the client's approval before further work is carried out.

Changes. Additional work requested by the client will be documented as a written change order stating its scope, effort, price and effect on the timetable, and will be performed only once both parties have signed it. The rates applied will be those stated in this proposal unless the change order provides otherwise.

Confidentiality and intellectual property. Each party will keep confidential all non-public information received from the other and use it solely for the purposes of the engagement. Rights in the deliverables pass to the client upon full payment of the corresponding fees; the provider retains ownership of its pre-existing methodologies, tools and know-how and may continue to use the general skills and experience gained.

Personnel and subcontracting. The provider may replace assigned personnel with professionals of equivalent experience and may engage subcontractors, remaining responsible to the client for the services performed.

Liability. The provider's aggregate liability arising out of this engagement is limited to the total fees actually paid under it, and neither party is liable for indirect or consequential loss or loss of profit. Nothing in these terms limits liability that cannot lawfully be limited.

Termination. Either party may terminate the engagement on written notice of the notice period stated below. On termination the client will pay for services performed and expenses incurred up to the effective date, and for work in progress on deliverables not yet completed.

Governing law. This proposal and any resulting contract are governed by the law stated below, and the parties submit any dispute to the courts of the place indicated.

Invoicing arrangement	30% on commencement, 40% on acceptance of D2, and the balance on acceptance of D4.	**Payment period**	30 days from invoice date
Termination notice period	20 working days, in writing	**Governing law**	The laws of England and Wales
Courts of	The courts of England and Wales		

8. Acceptance

By signing below, the client accepts this proposal in its entirety, including the commercial terms set out above, and authorises the provider to commence the services. Signature by both parties constitutes a binding contract between them.

For the provider — name	Helen Whitcombe	**Position**	Engagement Director
Date of signature	October 6, 2026	**For the client — name**	Daniel Osei
Position	Head of Operations	**Date of signature**	October 6, 2026
Client purchase order number	PO-ARB-2026-5512	**Place of signature**	Manchester, United Kingdom