



# Department for Transport

School of International Futures Ltd.  
49 Brick Lane  
London  
E1 6PU  
United Kingdom

██████████, MCIPS  
Lead Commercial Relationship Manager  
Group Commercial Services  
D/6 Ashdown House  
Sedlescombe Road North,  
St Leonards on Sea,  
East Sussex  
TN37 7GA

Direct line: ██████████  
██████████@dft.gsi.gov.uk

Web site: [www.dft.gov.uk](http://www.dft.gov.uk)

**Wednesday, 25 April 2018**

Dear Sirs,

## **PPRO 04/84/57 – TS-COR Consultation Workshop Quote**

I am writing to accept your quote for the “TS-COR Consultation Workshop”, which you sent on 2<sup>nd</sup> January 2018 by email to ██████████.

This letter and the documents listed below form a binding contract between you and the Department for the workshops you provided on Thursday 18<sup>th</sup> January 2018 and Wednesday 31<sup>st</sup> January 2018.

- Quote for ‘Support for Department for Transport security consultation workshops’ – dated 2<sup>nd</sup> January 2018.
- Department for Transport Short Form Terms and Conditions Services (attached).

The firm approved cost for the work will be **£16,000** (exclusive of VAT). This amount is not to be exceeded without the Department's prior permission in writing.

You will be issued with an official Purchase Order Number. Invoices must quote the correct Purchase Order Number and should be submitted as directed in the Purchase Order to:

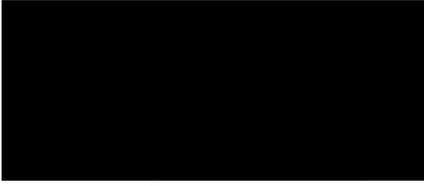
**Accounts Payable,  
Shared Services Arvato,  
5 Sandringham Park,  
Swansea Vale,  
Swansea  
SA7 0EA.**

Invoices received without the correct Purchase Order Number are likely to be returned to you and will delay receipt of payment.

Please acknowledge receipt of this letter. You may contact the Contract Manager, ██████████, by email ██████████@dft.gsi.gov.uk or by phone 0207 944 ██████████, to discuss any matters relating to the Contract.

If you are content to enter into a binding contract please sign and return a copy of this letter. This letter (including the documents referred to in it) and the copy you return will form the binding contract.

Yours sincerely,



**██████████ (MCIPS)**  
**By authority of the Secretary of State for Transport**

Signed:.....
Name.....
Position .....
Date:.....