



Department for Transport

REDACTED

APCUK

Via Email: **REDACTED**

REDACTED

Department for Transport
Great Minster House
33 Horseferry Road
London
SW1P 4DR

Direct Line: **REDACTED**

Email : **REDACTED**

Web Site: www.dft.gov.uk

Dear **REDACTED**

Ref: TETI10134

26 August 2022

TETI10134 LCV 2022

1. On behalf of the Secretary of State for Transport, the documents listed below form a binding contract between you and this Department.
 - (i) The statement of requirements issued to you on 9th August 2022
 - (ii) Your acceptance of that statement of requirements received on 25th August 2022
 - (iii) Department for Transport short form terms and conditions attached to this letter.
2. The contract will commence today, 26th August 2022, ending on 30 September 2022.
3. The fixed and firm contract price will be **£15,000** ex VAT.
4. 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,
DfT Shared Service Centre,
5 Sandringham Park,
Swansea Vale,
Swansea
SA7 0EA.

Or via email to [SSa.invoice@sharedservicesarvato.co.uk](mailto:ssa.invoice@sharedservicesarvato.co.uk)

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

5. Please confirm your acceptance of the contents and return to **REDACTED**.
6. You may contact the Contract Manager, **REDACTED** to discuss any matters relating to the contract.

Yours sincerely

REDACTED

REDACTED, Commercial Relationship Management Lead
by authority of the **Secretary of State for Transport**