



Department
for Transport

[REDACTED]
Associate Director
North West and Yorkshire
Transport Planning and Modelling
ARUP
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3 Piccadilly Place
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[REDACTED]
Business Partner
Group Commercial Services
Department for Transport
2/29
Great Minster House
33 Horseferry Road
London
SW1P 4DR

[REDACTED]
[REDACTED]
Web Site: www.dft.gov.uk

22 July 2016

[REDACTED]
PPRO 04/40/32: Removing Tolls on the Severn Crossings Between 10pm and 6am

1. On behalf of the Secretary of State for Transport, I am writing to accept your proposal dated 11 July 2016 for the above mentioned contract. This letter and the documents listed below form a binding contract between you and this Department.
 - The Department for Transport's Purchase Order Conditions of Contract
 - The Department's request for quotation dated 22nd June 2016
 - Your proposal dated 11 July 2016
2. This contract will commence from the date of this letter and conclude on 7 August 2016 unless extended or terminated by the Department.
3. The maximum price for this work is £6,510 excluding VAT. This value must not be exceeded without the written authority of the undersigned.
4. You must be in possession of a purchase order (PO), before commencing any work under this contract. You will be informed of the PO for this contract in due course. Invoices submitted to the Department **must also quote the PO number** and must be submitted as directed **in the PO to:**

**Accounts Payable,
DfT Shared Service arvato,
5 Sandringham Park,
Swansea Vale,
Swansea SA7 0EA**

PPRO 04/40/32

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

5. To assist with the payment process draft invoices should be submitted by e-mail to the Contract Manager. Once the draft invoice has been agreed a DfT 'Goods Received Notice' (GRN) will be produced and the DfT will then confirm that the invoice may be submitted for payment as detailed above.
6. Please acknowledge receipt of this letter and contact the Contract Manager, [REDACTED] [REDACTED] [REDACTED] [REDACTED] to discuss arrangements for the commencement of this contract.

Yours sincerely

[REDACTED]
by authority of the Secretary of State for Transport