



Department for Transport

██████████
Practice Manager
Labinah Management Training Ltd
Queens House
8-9 Queen Street
London
EC4N 1SP

██████████
Commercial Relationship Manager
Group Commercial Directorate
Great Minster House
33 Horseferry Road
London SW1P 4DR
Direct line: ██████████
██████████@dft.gsi.gov.uk

Web site: www.dft.gov.uk

Tuesday, 05 November 2019

Dear ██████████

DfT Reference: TROO0163

Team Profiling Sessions

1. On behalf of the Secretary of State for Transport, this contract for TMI, to provide Animal Service Profiling (Personality/Communications) sessions
2. The contract is to be let under Department for Transport's standard terms of agreement (attached).
3. The Price for this contract is **£14,570** excluding VAT.
4. You will be issued with a Purchase Order number for this contract and will need to quote this number on all invoices, which should be submitted directly to:

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

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

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,



By authority of the Secretary of State for Transport

CC [redacted] (DfT)

Signed:	
Name	
Position	Practice Manager
Date:	5 November 2019