

SA7 0EA

Invoices received without the correct PO number will be returned to you and will delay receipt of payment.

3. To assist the payment process please provide, ahead of submission of your valid claim for payment, supporting information including timesheets, receipts and measured progress against the objectives of the Contract together with a draft invoice.
4. Please acknowledge receipt of this letter **and** contact the Contract Manager [REDACTED] on telephone number [REDACTED] or at [REDACTED]@dft.gsi.gov.uk discuss arrangements for commencement of the Contract.

Yours sincerely

[REDACTED]

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

I hereby confirm receipt of the above Letter and the agreement of ILX Group PLC to provide the Contract Services as specified in the Letter in accordance with its terms.

Signed: [REDACTED] Date: 31/1/18

Name: [REDACTED] us: CUSTOMER ADVISOR
PUBLIC SECTOR.