



Department for Transport

Institute of Transport Studies
University of Leeds
Leeds
LS2 9JT

[REDACTED]
Commercial Relationship Manager
Group Commercial Directorate
4/12 Windsor House
50 Victoria Street
Westminster, London SW1H 0TL
Direct line: [REDACTED]
[REDACTED]

Web site: [REDACTED]

Wednesday, 30 January 2019

FAO – [REDACTED] MIHT, MTPS

DfT Reference: TROO0046 – Transport Planning and Policy Short Course Pilot

Dear [REDACTED]

Thank you for submitting your proposal. On behalf of the Secretary of State for Transport, this contract has been awarded to the Institute of Transport Studies, University of Leeds for the provision of a Transport Planning and Policy Short Course Pilot.

1. The contract is to be let under Department for Transport standard terms of agreement (Attached).
2. The value of this contract is up to **£12,000.00** excluding VAT.
3. This contract term will run from 14 January 2019 to 30 June 2019.
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.*

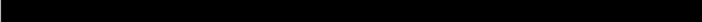
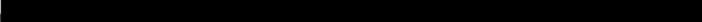
5. Invoices received without the correct Purchase Order Number are likely to be returned to you and will delay receipt of payment.
6. If you are content to enter into a binding contract please sign and return a copy of this letter. This letter (including the documents referred to in it) and the copy you return will form the binding contract.

Yours sincerely,



By authority of the Secretary of State for Transport

 (Department for Transport)
 (Department for Transport)

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