



Department for Transport

YoYo Videos

Dear Sir/Madam,

TATE3020

1. On behalf of the Secretary of State for Transport, I accept your proposal for the above-mentioned Contract. This contract is awarded via CCS RM6124 Communications Marketplace.
2. The Contract will start on **03/06/2024** and finish by **02/06/2025**, with the option to extend by a further 12 months at the Department's discretion. The **Firm Price** for the Contract is **£100,000** exclusive of Value Added Tax. This value cannot be exceeded without written approval from the commercial team.
3. [REDACTED] is the contract manager.
4. Suppliers must be in possession of a written purchase order (PO), before commencing any work under this contract. You must quote the aforementioned PO number on all invoices, and these must be submitted directly to:

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

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

Yours sincerely,

[REDACTED]

Commercial Relationship Manager

Contract Agreement Number: **TATE3020**

29 May 2024