

**ORDER FORM**

<b>1. Contract Reference</b>	TLAB3002	
<b>2. Buyer</b>	<b>Department for Transport</b>  Great Minster House 38 Horseferry Road, Westminster, London SW1P 4DR  In entering into this Contract, the Buyer is acting as part of the Crown and the Supplier shall be treated as contracting with the Crown as a whole.	
<b>3. Supplier</b>	<b>Ashford International Truck Stop Limited</b>  Henwood House, Henwood, Ashford, TN24 8DH  Company Reg: 10723778 DUNS: 22-290-3941	
<b>4. The Contract</b>	This Contract between the Buyer and the Supplier is for the supply of Deliverables.  The Supplier shall supply the Deliverables described below on the terms set out in this Order Form and the attached contract conditions (“ <b>Conditions</b> ”) and Annexes.  Unless the context otherwise requires, capitalised expressions used in this Order Form have the same meanings as in the Conditions.	
<b>5. Deliverables</b>	<b>Goods</b>	None

	<b>Services</b>	As stated in Annex 2 – Specification (Section 6 ‘Requirements’) The Services are: <ul style="list-style-type: none"> <li>To be performed at Suppliers premises (<b>Ashford International Truck Stop</b> Waterbrook Avenue, Ashford, Kent TN24 0GB).</li> </ul>
<b>6. Specification</b>	The specification of the Deliverables is as set out: <ul style="list-style-type: none"> <li>in Annex 2 – Specification</li> </ul>	
<b>7. Start Date</b>	01/04/2024	
<b>8. Expiry Date</b>	31/03/2026	
<b>9. Extension Period</b>	N/A	
<b>10. Buyer Cause</b>	Any Material Breach of the obligations of the Buyer or any other default, act, omission, negligence or statement of the Buyer, of its employees, servants, agents in connection with or in relation to the subject-matter of the Contract and in respect of which the Buyer is liable to the Supplier.	
<b>11. Optional Intellectual Property Rights (“IPR”) Clauses</b>	N/A	
<b>12. Charges</b>	The Charges for the Deliverables shall be: <ul style="list-style-type: none"> <li><b>REDACTED</b> (inclusive of food and drinks voucher) per parking space made available to SoS under this contract per day or part thereof.</li> </ul>	

	<ul style="list-style-type: none"><li>• <b>REDACTED</b> food and drinks voucher per 24-hour period for hauliers, co-drivers and/or passengers held at SIBF.</li><li>• 24-hour coverage with a 16-seat minibus and driver would be <b>REDACTED per 24 hour</b> period. (No VAT is payable on PSV- public transport). Hourly bus service from SIBF to AIT.</li><li>• Further details found in [Annex 3 – Charges]</li><li>• Additional information regarding charges for early cancelation of facilities usage can be found in Annex 2 – Specification.</li></ul>
<b>13. Payment</b>	<p>Payment of undisputed invoices will be made within 30 days of receipt of invoice, which must be submitted promptly by the Supplier.</p> <p>All invoices must be sent, quoting a valid Purchase Order Number (PO Number) and any other relevant details, to:</p> <p><b>REDACTED</b></p> <p>Or via email: <b>REDACTED</b></p> <p>Within 10 Working Days of receipt of your countersigned copy of this Order Form, we will send you a unique PO Number. You must be in receipt of a valid PO Number before submitting an invoice.</p> <p>To avoid delay in payment it is important that the invoice is compliant and that it includes a valid PO Number, item number (if applicable) and the details (name, email, and telephone number) of your Buyer contact (i.e. Buyer Authorised Representative). Non-compliant invoices may be sent back to you, which may lead to a delay in payment.</p>

	<p>Payments will be made to <b>Ashford International Truckstop Limited</b>.</p> <p>If you have a query regarding an outstanding payment please contact <b>REDACTED</b>.</p> <p>.</p>
<b>14. Data Protection Liability Cap</b>	<p>In accordance with clause <b>Error! Reference source not found.</b> of the Conditions, the Supplier's total aggregate liability under clause <b>Error! Reference source not found.</b> of the Conditions is no more than the Data Protection Liability Cap, being <b>£1,000,000</b>.</p>
<b>15. Progress Meetings and Progress Reports</b>	N/A
<b>16. Buyer Authorised Representative(s)</b>	<p>For general liaison your contact will continue to be</p> <p><b>REDACTED</b></p>
<b>17. Supplier Authorised Representative(s)</b>	<p>For general liaison your contact will continue to be</p> <p><b>REDACTED</b></p>
<b>18. Address for notices</b>	<b>REDACTED</b>
<b>19. Key Staff</b>	<p><b>Key Staff Role:</b>                      <b>Key Staff Name</b>                      <b>Contact Details:</b></p>

	<b>REDACTED</b>
<b>20. Procedures and Policies</b>	N/A
<b>21. Special Terms</b>	N/A
<b>22. Incorporated Terms</b>	<p>The following documents are incorporated into the Contract. If there is any conflict, the following order of precedence applies:</p> <ul style="list-style-type: none"><li>(a) The cover letter from the Buyer to the Supplier dated 25/03/2024</li><li>(b) This Order Form</li><li>(c) Any Special Terms (see row 21 (Special Terms) in this Order Form)</li><li>(d) Conditions</li><li>(e) The following Annexes in equal order of precedence:<ul style="list-style-type: none"><li>i. Annex 1 – Processing Personal Data</li><li>ii. [Annex 2 – Specification]</li><li>iii. [Annex 3 – Charges]</li></ul></li></ul>

Signed for and on behalf of the Supplier	Signed for and on behalf of the Buyer acting on behalf of the Crown
Name: <b>REDACTED</b>	Name: <b>REDACTED</b>
Date: 28/03/2024	Date: 28/03/2024
Signature: <b>REDACTED</b>	Signature: <b>REDACTED</b>

## **I. Annex 1 – Processing Personal Data**

**REDACTED**

## II. [Annex 2 – Specification]

**REDACTED**



### **III. [Annex 3 – Charges]**

**REDACTED**