



Driver & Vehicle
Standards
Agency

XXXXXX redacted under
FOIA section 40
**Finance & Corporate
Services**
**Berkeley House, Croydon
Street,
Bristol, BS5 0DA**

Newspaper Licensing Agency Ltd
Mount Pleasant House,
Lonsdale Gardens,
Tunbridge Wells,
Kent,
England,
TN1 1HJ

14 June 2023

Dear Sir/Madam,

K280022137: Newspaper Licensing Agency 2023-24

On behalf of the Driver and Vehicle Standards Agency (DVSA), I write to accept your quote valued at £21,402.00 for the above contract. This letter and the documents listed below form a binding contract between you and the DVSA.

1. Your quote
2. This Award Letter

The contract will commence on 1 July 2023 and expire on 30 June 2023.

The value of the contract is £21,402.00 exclusive of VAT.

You must be in receipt of a valid purchase order (PO), before commencing any work. The purchase order number will follow shortly.

Invoices submitted to the Department **must quote the PO number** and must be submitted in accordance with DVSA's invoicing procedures.

Send invoices to:

DVSA Accounts Payable
DfT Shared Service Centre
5 Sandringham Park
Swansea Vale
Swansea
SA7 0EA

Helping you **stay safe** on **Britain's roads**

Alternatively, electronic invoices can be sent to: ssa.invoice@sharedservicesarvato.co.uk

Invoices received without a purchase order number will be returned to you delaying payment.

Please acknowledge your receipt, understanding and acceptance of this letter by signing in the space below and returning it to me at the email address below.

Accepted on behalf of: Newspaper Licensing Agency 2023-24
Signature: XXXXXX redacted under FOIA section 40
Name: XXXXXX redacted under FOIA section 40
Role: XXXXXX redacted under FOIA section 40
Date: 21/07/2023

Yours sincerely

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On behalf of the Secretary of State for Transport