



# Department for Transport

Reed Business Information Limited  
Quadrant House  
The Quadrant  
Sutton  
Surrey  
SM2 5AS

[REDACTED]  
Commercial Relationship Manager  
Group Commercial Directorate  
Great Minster House  
33 Horseferry Road  
London SW1P 4DR  
Direct line: [REDACTED]  
[REDACTED]

Web site: [www.dft.gov.uk](http://www.dft.gov.uk)

**Thursday, 22 November 2018**

Dear Sir/Madam,

DfT Reference: **TRAS0007 – One Year Subscription to SRS Analyser.**

1. On behalf of the Secretary of State for Transport, this contract award is for Reed Business Information Limited. This letter forms a binding contract between you and the Department for Transport.
2. The contract is to be let under Department for Transport's standard terms of agreement (attached below).
3. The Price for this Contract is £16,050 excluding VAT, which covers a subscription period between 1<sup>st</sup> December 2018 to 30<sup>th</sup> November 2019.

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:

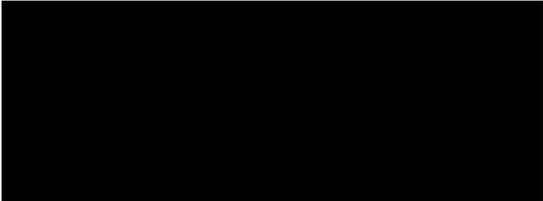
*Accounts Payable,  
Shared Services Arvato,  
5 Sandringham Park,  
Swansea Vale,  
Swansea  
SA7 0EA.*

4. Invoices received without the correct Purchase Order Number are likely to be returned to you and will delay receipt of payment.

The Contract Manager for this contract is [REDACTED]  
[REDACTED]

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.

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



**By authority of the Secretary of State for Transport**

