



Department
for Transport

The Press Association Ltd

The Point, 37 North Wharf Road
Paddington, London
W2 1AF

FAO: [REDACTED]
[REDACTED]

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

Web site: www.dft.gov.uk

Tuesday, 26 January 2021

SENT ELECTRONICALLY

Dear [REDACTED]

DfT Reference: **TCOM3013**

Title: **Press Association Mediapoint Service (2020/21)**

1. On behalf of the Secretary of State for Transport, I accept your quote dated 14/01/2021 for the above-mentioned Contract. This letter and the documents listed below form a binding contract between you and this Department;
2. The contract is to be let under Mediapoint Service Commercial Terms conditions.
[REDACTED]
3. The maximum firm value of this contract is **£14,000.00** excluding VAT and is subject to DfT need (no. of licences), consequently volumes may vary.
4. The duration of this contract is for **12 months** and will run from **01 June 2020 to 31 May 2021**.
5. 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:
SSa.invoice@sharedservicesarvato.co.uk

Or by post to:

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

6. 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]

If you, the supplier, **The Press Association Ltd** are content to enter into a binding contract with the Department for Transport (DfT), 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: [REDACTED]

Yours sincerely,

[REDACTED]

[REDACTED]
By authority of the Secretary of State for Transport