



Driver & Vehicle
Standards
Agency

Driver & Vehicle
Standards Agency
The Axis Building
112 Upper
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Nottingham
NG1 6LP

Procurement.branch@dvs
a.gov.uk
www.gov.uk/dvsa

Trustmarque


For the attention of  Client Manager

26 January 2021

Acceptance of quotation Adobe VIP portal - Contract Number K280021294

Dear Ms Crowther,

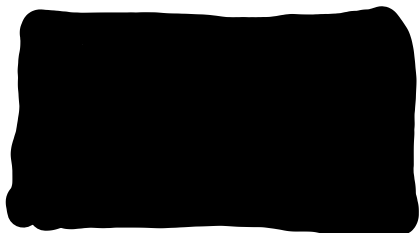
1. On behalf of the Secretary of State for Transport, I accept your quotation dated 11 January 2021 reference QU929691 for the value of £45,315.03 for the above-mentioned Contract. This letter and your quotation form a binding contract between you and this Department. DfT short form terms and conditions will apply to this contract.
2. The Approved Maximum Cost for the Contract is £55,315.03 exclusive of Value Added Tax.
3. Suppliers must be in possession of a written purchase order (PO), before commencing any work under this contract. You must quote the 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**

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

Please acknowledge receipt of this letter and contact the Contract Manager Tracey Taylor on telephone number 07971 622262, to discuss arrangements for commencement of the Contract .

Yours sincerely,

A large black rectangular redaction box covering the signature of the Head of Category Management.

Head of Category Management
By authority of the Secretary of State for Transport

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