



Department for Transport

Costaki Costi MCIPS
Commercial Relationship Manager
Group Commercial Directorate
Great Minster House
33 Horseferry Road
London SW1P 4DR
Email: costaki.costi@dft.gov.uk

Web site: www.dft.gov.uk

Wednesday, 26 June 2024

Avison Young (UK) Limited

3 Brindleyplace
Birmingham
B1 2JB

FAO: Rebecca Millard
Rebecca.Millard@avisonyoung.com

Sent Electronically

**TRCF3086 - Specialist Property Support on Business Case Development
and Negotiations**

Dear Rebecca Millard,

1. This letter is issued to **Avison Young (UK) Limited** as a record of the above contract, entered into on behalf of the Secretary of State for Transport on 25/06/2024.
2. The documents listed below form a binding contract between Avison Young (UK) Limited and the Department:
 - Signed RM6168 Order Form (Short Form), incorporating the Department's Statement of Requirements and all Subsidiary Terms and Conditions.
 - Signed Non-disclosure agreement between Avison Young and The Department.
3. The maximum value for this Contract is **£50,000** excluding VAT.
4. 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@Ubusinessservices.co.uk

5. While email is preferable, if you need to send documents by post, you should send them to:

Unity Business Services (UBS)
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 **Nick Lambert** – email: nick.lambert@dft.gov.uk

Yours sincerely,

A handwritten signature in black ink, appearing to be 'Costaki Costi', written in a cursive style.

Costaki Costi MCIPS
Commercial Relationship Manager
By authority of the Secretary of State for Transport