



Department for Transport

Britain Thinks Ltd
West Wing
Somerset House
London
WC2R 1LA

Commercial Relationship Manager
Group Commercial Directorate
4/12 Windsor House
50 Victoria Street
Westminster, London SW1H 0TL
Direct line: [REDACTED]

Web site: www.dft.gov.uk

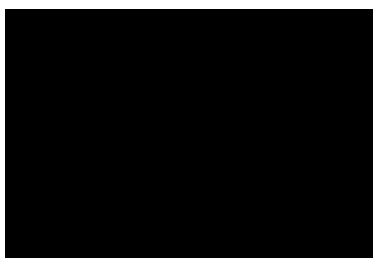
Wednesday, 21 August 2019

Dear [REDACTED]

DfT Reference: TROO0157

Passenger Focus Research on behalf of DfT

1. On behalf of the Secretary of State for Transport, this contract for Britain Thinks Ltd to undertake Passenger Focus Research
2. The contract is to be let under Department for Transport's standard terms of agreement (Attached)
3. The Price for this contract is **£21,550** excluding VAT.
4. This contract will run from June 2019 to August 2019.
5. Notably, this correspondence is being sent to you retrospectively. This is required in order to rectify an administrative error, ensure you receive appropriate payment and to meet our obligation to be transparent in buying all goods and services
6. 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:



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

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.

Yours sincerely,

[Redacted]

By authority of the Secretary of State for Transport

Signed:	[Redacted]	..
Name...	[Redacted]	.
Position	Director	
Date:.....	21/8/19	