

Reynolds Consultancy Limited  
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Leigh on sea  
Essex  
SS9 3BG

**Commercial Directorate**

DVLA  
Longview Road  
Morrison  
Swansea SA6 7JL

Phone: [REDACTED]  
[REDACTED] [www.dft.gov.uk](http://www.dft.gov.uk)

Our ref: PPRO 004/096/032

Date: 26 June 2017

[REDACTED] [@reynoldsconsultancy.co.uk](mailto:[REDACTED]@reynoldsconsultancy.co.uk)

Dear [REDACTED]

**PPRO 004/096/032 - Public Transport Data Standards Support**

On behalf of the Secretary of State for Transport, I accept your quote dated 21 June 2017, ref: DFT/10/170619. Under the Department for Transport short Terms and Conditions, this letter and the documents listed below form a binding contract between you and the Department for Transport.

1. The Department for Transport Short Terms and Conditions see link below:  
<https://www.gov.uk/government/publications/short-form-terms-and-conditions>
2. Your quote DFT/10/170619 dated 21 June 2017

The contract will be for a maximum of 20 days over a nine month period, with no guaranteed volumes or value other than the initial call off requirement. The Department is not obliged in any way to use all of the days available under this contract.

The contract will commence on 3 July 2017 and expire 2 April 2018.

Your **invoice** should be submitted in accordance with DfT's Invoicing Procedures, which are embedded below.



Annex 5 - Invoicing  
Procedures.doc

The DfT contract owner will be [REDACTED] who can be contacted on email [REDACTED] [@dft.gsi.gov.uk](mailto:[REDACTED]@dft.gsi.gov.uk) or telephone [REDACTED] who will advise you of the Purchase Order reference number and discuss delivery arrangements.

Any variation to the above shall not be without the written agreement of the Authority. If you have any queries regarding the details of this order please contact me.

Please acknowledge receipt of this order to me at the above address by email or telephone.

Yours sincerely

*Sent via email unsigned*

**[REDACTED]**  
**Procurement Business Partner**  
**Department for Transport**  
**[REDACTED]@dft.gsi.gov.uk**  
**On behalf of the Secretary of State for Transport**

Accepted for and on behalf of Reynolds Consultancy Limited	( [REDACTED]
Signature:	[REDACTED]
Name:	[REDACTED]
Capacity:	DIRECTOR
Date:	26 JUNE 2017