



Department for Transport

Cambridge Associates

Commercial Relationship Manager
Department for Transport
Group Commercial Directorate

Contract Agreement Number:
TRSAS00021G

17 November 2023

Dear

TRSAS0021G

1. On behalf of the Secretary of State for Transport, I accept your proposal for the above-mentioned Contract.
2. The Contract will start on 1st December 2023 and finish by 31st March 2024. The **Firm Price** for the Contract is **£11,000.00** exclusive of Value Added Tax. This value cannot be exceeded without written approval from the commercial team.
3. is the contract manager.
4. Suppliers must be in possession of a written purchase order (PO), before commencing any work under this contract. You must quote the aforementioned 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***

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

Yours sincerely,

Commercial Relationship Manager