



Department for Transport

Experis
Via e-mail

Business Partner
Group Procurement Division
Zone 6
D Floor
Ashdown House
Sedlescombe Road North
Hastings
East Sussex
TN37 7GA

Web site: www.dft.gov.uk

07 December 2016

Contract Number PPRO 04/87/27 - HS2 OOC Depots Delivery Manager

1. On behalf of the Secretary of State for Transport, I accept Experis's "proposal" for the services of [REDACTED]. This letter and the documents listed below form a binding contract between you and this Department.

- Terms & Conditions of CCS NMNC Framework RM971 (Lot 4)
- The Department's invitation to quote & Experis's proposal
- Signed Order Form & Call Off Terms dated 1st and 6th December 2016

2. The service will commence on 3rd January 2017 and end on 30th September 2017 unless terminated or extended by the Department. [REDACTED] agreed day rate ceiling is £850.00 ex VAT and must not be exceeded without the written authority of the undersigned and any variation from the order must be agreed with DfT.

3. You will be informed of the PO for this contract in due course. Invoices submitted to the Department must also quote the PO number and must be submitted as directed in the PO to:

Accounts Payable,
DfT Shared Service avarto,
5 Sandringham Park,
Swansea Vale,
Swansea SA7 0EA

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

4. To assist with the payment process draft invoices should be submitted by e-mail to the DfT Project Sponsor/Contract Manager [REDACTED]. Once the draft invoice has been

agreed a DfT 'Goods Received Notice' (GRN) will be produced and the DfT will then confirm that the invoice may be submitted for payment as detailed above.

5. Please acknowledge receipt and acceptance of this letter via email and contact [REDACTED] to discuss arrangements for the commencement of this contract.

Yours sincerely

[REDACTED]

by authority of the Secretary of State for Transport