



Department  
for Transport



Contract Agreement Number: **TATE3010**

22 December 2023

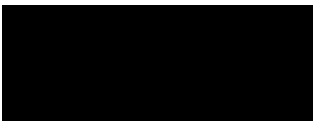
\*Sent Electronically\*

Dear Sir/Madam

**TATE3010- Videography projects for ATE**

1. On behalf of the Secretary of State for Transport, I accept your proposal for the above-mentioned Contract for the services outlined at Appendix 1. This contract is a direct award. This letter and the documents listed below form a binding contract between you and this Department;
  - I. Your proposal, inserted at Appendix 1.
  - II. Department for Transport Short Form Terms and Conditions
2. The Contract will start on 22<sup>nd</sup> December 2023 and finish by 14<sup>th</sup> January 2024. The **Firm Price** for the Contract is **£14,924.05** exclusive of Value Added Tax. This value cannot be exceeded without written approval from the commercial team.
3. [REDACTED] is the project 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:  
  
[REDACTED]
5. Invoices received without the correct PO number will be returned to you and will delay receipt of payment.

Yours sincerely,



Commercial Relationship Manager

## Appendix 1.

