



## Department for Transport

### The Press Association Ltd

The Point, 37 North Wharf Road  
Paddington, London  
W2 1AF

FAO: [REDACTED]  
[REDACTED] [@pa.media](mailto:[REDACTED]@pa.media)

[REDACTED] MCIPS  
Commercial Manager  
Group Commercial Directorate  
Great Minster House  
33 Horseferry Road  
London SW1P 4DR  
Direct line:  
Tel: [REDACTED]  
Email: [REDACTED] [@dft.gov.uk](mailto:[REDACTED]@dft.gov.uk)

Web site: [www.dft.gov.uk](http://www.dft.gov.uk)

**Friday, 04 February 2022**

\*SENT ELECTRONICALLY\*

Dear [REDACTED],

DfT Reference: **TCOM3028**

Title: **Press Association Mediapoint Service (2021/22)**

1. On behalf of the Secretary of State for Transport, I accept your quote dated 01/05/2021 for the above-mentioned Contract. This letter and the documents listed below form a binding contract between you and this Department;
2. The contract is to be let under Mediapoint Service Commercial Terms conditions.



Please\_DocuSign\_PA  
Media\_Department\_fc

3. The maximum firm value of this contract is **£10,500.00** excluding VAT and is subject to DfT need (no. of licences), consequently, volumes may vary.
4. The expiry date of this contract is **31<sup>st</sup> May 2022**.
5. 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:  
[SSa.invoice@sharedservicesarvato.co.uk](mailto:SSa.invoice@sharedservicesarvato.co.uk)

Or by post to:

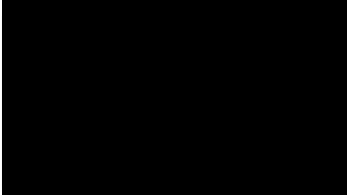
**Accounts Payable, Shared Services Arvato,  
5 Sandringham Park,  
Swansea Vale,  
Swansea  
SA7 0EA.**

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

The Contract Manager for this contract is [REDACTED] – email: [REDACTED]@[dft.gov.uk](mailto:[REDACTED]@dft.gov.uk)

This letter (including the documents referred to in it) will form a binding contract between The Press Association Ltd (the supplier) and the Department for Transport (the buyer)

Yours sincerely,

A large black rectangular redaction box covering the signature area.

[REDACTED]  
**By authority of the Secretary of State for Transport**