



Driver & Vehicle Standards Agency  
Commercial, Digital Services and  
Technology,  
The Axis,  
Upper Parliament Street,  
Nottingham

GoCardless LTD 65  
Goswell Road  
LONDON  
EC1V 7EN

Contract Agreement Number  
K280021596

29 November 2021

Dear Team

**DVSA Direct Debit Solution UNDER the Crown Commercial Service G-Cloud  
12 Framework RM1557.12.**

1. On behalf of the Secretary of State for Transport, I'm pleased to award the above contract under the terms and conditions of the **FRAMEWORK RM1557.12**. This letter and the document listed below form a binding contract between you and this Department.

- I.* The terms and conditions for Framework reference RM1557.12
- II.* The Order Form

2. You must be in possession of a written purchase order (PO), before commencing any work, or supplying any goods, under this contract. The Purchase Order Number for this contract will be advised. Invoices submitted to the Department **must also quote the PO number** and must be submitted as directed **in the PO to:**

***Accounts Payable,  
Shared Services arvato,  
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.**

3. To assist the payment process please provide drafts of the invoice due to be submitted to XXXXXXXXXX prior to submission.

4. Please acknowledge receipt of this letter via the DfT portal and contact the Contract Manager XXXXXXXXXXXX on telephone number XXXXXXXX, email XXXXXXXX, to discuss arrangements for commencement of the Contract.

Yours sincerely,

XXXXXXXXXX

by authority of the Secretary of State for Transport

ORIGINAL