



Driver & Vehicle
Standards
Agency

XXXXXX redacted under
FOIA section
40 www.gov.uk/dvsa

Finance & Corporate
Services
Berkeley House, Croydon

Live Group Ltd
Unit 2-3,
Kingston Upon Thames
Surrey
England,
KT1 2SZ

20 July 2023

Dear Sir/Madam,

K280022159: Government Finance Function Conference 2023

On behalf of the Driver and Vehicle Standards Agency (DVSA), I write to accept your quote valued at £19,204.00 for the above contract. This letter and the documents listed below form a binding contract between you and the DVSA.

1. Your quote
2. This Award Letter

The contract will commence on 20 July 2023 and expire on 14 September 2023.

The value of the contract is £19,204.00 exclusive of VAT.

You must be in receipt of a valid purchase order (PO), before commencing any work. The purchase order number will follow shortly.

Invoices submitted to the Department **must quote the PO number** and must be submitted in accordance with DVSA's invoicing procedures.

Send invoices to:

DVSA Accounts Payable
DfT Shared Service Centre
5 Sandringham Park
Swansea Vale
Swansea
SA7 0EA

Helping you **stay safe** on **Britain's roads**

Alternatively, electronic invoices can be sent to: ssa.invoice@sharedservicesarvato.co.uk

Invoices received without a purchase order number will be returned to you delaying payment.

Yours sincerely

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On behalf of the Secretary of State for Transport