



# Department for Transport

**Copyright Licensing Agency Ltd**

████████████████████  
Commercial Relationship Manager  
Group Commercial Directorate  
████████████████████@dft.gsi.gov.uk

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

**Wednesday, 22 August 2018**

Dear Sir/Madam,

DfT Reference: **PPRO/004/107/03**

## **Copyright Licence 2018/19**

1. On behalf of the Secretary of State for Transport, this contract award is for the Copyright Licensing Agency Ltd
2. The contract is to be let under Department for Transport's standard terms of agreement (attached).
3. The Price for this Contract is **£11,883.40** excluding VAT, which consist of Copyright Licences for the duration of 2018/19 (01/04/2018 – 31/03/2019).
4. 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:

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

5. 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 ██████████, email:  
██████████@[dft.gov.uk](mailto:██████████@dft.gov.uk) or phone ██████████

If you are content to enter into a binding contract please sign and return a copy of this letter. This letter (including the documents referred to in it) and the copy you return will form the binding contract.

Signed:.....  
Name.....  
Position .....  
Date:.....

Yours sincerely,

  
**By authority of the Secretary of State for Transport**