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Department for Transport

Great Minster House

33 Horseferry Road

London

SW1P 4DR

Direct Line: xx

Email : xx@dft.gov.uk

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

Ref: TRST3003

11 August 2022

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Core Creative Events

Via Email: [x@corecreativeevents.com](mailto:x@corecreativeevents.com)

Dear xx

**TRST3003 ITS Works Congress**

1. On behalf of the Secretary of State for Transport, the documents listed below form a binding contract between you and this Department.
2. The statement of requirements issued to you on 9th August 2022
3. Your acceptance of that statement of requirements received on 10th August 2022. The Department notes your comments about the price and agrees to pay 50% of the total cost as soon as we receive an invoice.
4. Department for Transport short form terms and conditions attached to this letter.
5. The contract will commence today, 11th August 2022, ending on 30 September 2022.
6. The firm contract price will be **£60, 000** ex VAT. Should the Department fail to pay the 50% deposit by 19th August 2022 we accept there will be a 20% increase in costs. In either event this amount is not to be exceeded without the Department's prior permission in writing.
7. You will be issued with an official Purchase Order Number. Invoices must quote the correct Purchase Order Number and should be submitted as directed in the Purchase Order to:

Accounts Payable,

DfT Shared Service Centre,

5 Sandringham Park,

Swansea Vale,

Swansea

SA7 0EA.

Or via email to [SSa.invoice@sharedservicesarvato.co.uk](mailto:SSa.invoice@sharedservicesarvato.co.uk)

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

1. Please confirm your acceptance of the contents and return to [x@dft.gov.uk](mailto:x@dft.gov.uk).
2. You may contact the Contract Manager, xx [x@dft.gov.uk](mailto:x@dft.gov.uk) to discuss any matters relating to the contract.

Yours sincerely

Signature

xx, Commercial Relationship Management Lead

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