



# Department for Transport

Posturite Limited

FAO [REDACTED]

[REDACTED] [@posturite.co.uk](mailto:[REDACTED]@posturite.co.uk)

**\*SENT ELECTRONICALLY\***

[REDACTED]  
Commercial Relationship Advisor  
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)

**Thursday, 05 May 2022**

Dear Posturite Limited,

DfT Reference: **TRHR3151**

## **Title: Provision of Workstation Adjustments - Software**

1. On behalf of the Secretary of State for Transport, this letter confirms a variation to the contract value detailed in the original agreement (TRHR3151). Due to an increase in business demand, the need for specialist assessments and associated software has increased.
2. This letter and the documents listed below form a binding contract between you and this Department;



Posturite Limited -  
TRHR3151.pdf



Attachment 1 -  
Posturite Ltd.xlsx

3. The contract is let under Department for Transport's standard terms of agreement (pasted below on pages 3 to 5)
4. The Revised Total Price of this Contract is up to **£60,000** (excluding VAT), subject to business need. Details of the acquired services are included in the price list.
5. The duration of this contract is for **1 year** and will run from **25<sup>th</sup> of October 2021** to **25<sup>th</sup> of October 2022 with options to extend for a further 1 year.**
6. 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.**

7. 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]

If you, the supplier, **Posturite Limited** are content to enter into a binding contract with the Department for Transport (DfT), 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:

[REDACTED]

Name:

[REDACTED]

Position:

[REDACTED]

Yours sincerely,

[REDACTED]

[REDACTED]

**Commercial Relationship Advisor**  
**By authority of the Secretary of State for Transport**