



# Department for Transport

**XMA Limited**

Unit 44, Wilford Industrial Estate  
Ruddington Lane  
Wilford, Nottingham  
NG11 7EP

**FAO:** [REDACTED]

EMAIL: [REDACTED]@xma.co.uk and  
[REDACTED]@xma.co.uk

[REDACTED]  
Commercial Manager  
Group Commercial Directorate  
Great Minster House  
33 Horseferry Road  
London SW1P 4DR  
Direct line [REDACTED]  
[REDACTED]@dft.gov.uk

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

**Friday, 03 February 2023**

Dear [REDACTED],

## **CONTRACT EXTENSION NOTICE**

**Contract reference: TRGF3096**

**Contract Title: Provision of Electronic Office Supplies**

On behalf of the Secretary of State for Transport, I am writing to formally extend this contract, in accordance with the provisions as per the Schedule 6 – RM6059 Call-Off Order form (Annex 1), by 12 months (1 year).

For the purposes of the Agreement, the Department for Transport (the customer) and XMA Limited (the Supplier) agree as follows:

- 1.1 Current expiry date of 04/01/2023
- 1.2 Revised expiry date of 04/01/2024
- 1.3 The contract value remains unaffected.

The purchase order number already supplied to you, should continue to be used. Invoices quoting the DfT's Purchase Order Number should be submitted to DfT Shared Services.

The contract manager for this contract is, [REDACTED], Commercial Manager, Business Intelligence and Shared Services, Department for Transport |  
[REDACTED]@dft.gov.uk.

If you are content with the proposed variation, 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.

I hereby confirm receipt of the above letter and associated documents for the agreement of **XMA Limited** to continue to provide the service(s) as specified in the agreement, contract reference **TRGF3096**.

Signed	<div></div>	.....
Name:	<div></div>	.....
Position	.....Contracts Director.....	
25 January 2023		
Date:	.....	

Yours sincerely,

**DfT Commercial Manager, Group Commercial Directorate**  
**By authority of the Secretary of State for Transport**



## **Annex 1**

### **Schedule 6 Call-Off Order Form**



RM6059-Framework  
-Schedule-6-Order-Fc