



Department for Transport

Gatwick Airport Limited
5th Floor
Destinations Place,
Gatwick Airport,
West Sussex
RH6 ONP

Fao : [REDACTED]

[REDACTED]
LEAD COMMERCIAL RELATIONSHIP MANAGER
GROUP COMMERCIAL SERVICES
DEPARTMENT FOR TRANSPORT
D/2 ASHDOWN HOUSE
SEDLESCOMBE ROAD NORTH
ST LEONARDS ON SEA
EAST SUSSEX
TN37 7GA

UNITED KINGDOM
[REDACTED]

Web Site: www.dft.gov.uk

1st December 2017

Dear Sirs,

Contract PPRO 04/27/01 Aviation Security Training

I am writing in connection with provision of 2 courses (details below) which I understand took place in September and in October/November 2017 for which I understand you have not yet been provided with a Purchase Order.

For clarity – this was :-

- (a) A training course for 3 individuals run from 25th September to 29th September at Gatwick Airport at a unit cost of £1,600 and a total cost of £4,800 (all excluding VAT); and
- (b) A training course for 8 individuals run from 30th October to 3rd November at a unit cost of £1,600 and a total cost of £12,800 (all excluding VAT).

I will arrange for a Purchase Order to be raised in respect of this work at a total value of £17,600 (excluding VAT) but I also need to put in place the formal contractual arrangement. This letter, the terms and conditions of contract (attached) along with your confirmed acceptance will form the contract.

Once you have a purchase order number – please quote it on all invoices. Invoices should generally be submitted as directed below to but I recognise that, as the work has already been completed, in this instance the Contract Manager – [REDACTED] will make specific arrangements for payment with our shared service centre:

*Accounts Payable,
Shared Services Arvato,*

5 Sandringham Park,
Swansea Vale,
Swansea SA7 0EA.

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

Please sign the letter in the space provided and return a copy to me by email.

Signed:

Name:

Capacity: TRAINING ADMINISTRATOR

Date: 4th DECEMBER 2017.

Yours sincerely,

By authority of the Secretary of State for Transport

