



Department for Transport

Xxx xxx
Commercial Relationship Management
Lead
Department for Transport
Group Commercial Directorate
Great Minster House
Horseferry Road
London SW1P 4DR

Genko Consulting Ltd (by email)
Carter & Carroll (Accountants)
Rectory Mews,
Crown Road,
Wheatley
OXFORDSHIRE, OX33 1U

xxx.xxx@dft.gov.uk

Contract Agreement Number: TETI0031E

05 October 2021

Dear XXX,

Contract reference number TETI0031E

1. On behalf of the Secretary of State for Transport, I note your acceptance of the specification dated 30 September 2021 for the above-mentioned Contract. This letter and the documents listed below form a binding contract between you and this Department;
 - I. Specification dated 30 September 2021
 - II. Your acceptance of that specification and cost proposal dated 4 October 2021
2. The Contract will begin on 7th October 2021 and will finish by 31 March 2022. The maximum contract value will be **£89,600.00**. The overall value of the contract cannot be exceeded without written approval from the commercial team.
3. xxx xxx, xxx.xxx@defra.gov.uk, is the contract manager.
4. Suppliers must normally be in possession of a written purchase order (PO), before commencing any work under this contract. Once the contract is set up you will be issued with a PO number to be used on all invoices, and these must be submitted directly to:

ssa.invoice@sharedservicesarvato.co.uk

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

5. Invoices received without the correct PO number will be returned to you and will delay receipt of payment.

Yours sincerely,

signature

xxx xxx

Commercial Relationship Management Lead



General-conditions-o
f-contract-for-services
