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Department for Transport

Great Minster House

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SW1P 4DR

Direct Line: xx

Email : xx@dft.gov.uk

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

Ref: Ref: TLOT10121

09 August 2022

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SUSTRANS

244-254 Cambridge Heath Road

London

E2 9DA

Email : [x@sustrans.org.uk](mailto:x@sustrans.org.uk)

Dear xx

**TLOT10121 Spatial Planning Policy Advisor**

This letter and the attached signed secondment agreement form a contract between the Department and Sustrans with the following details.

1. The contract started on 21st February 2022, ending by 31st October 2022.
2. The maximum contract value will be **£63, 500** ex VAT. This amount is not to be exceeded without the Department's prior permission in writing.
3. You will be provided with a Purchase Order which you can then use to invoice. Invoices should be submitted to:

## DfT Shared Services Centre

## 5 Sandringham Park

## Swansea

## SA7 0EA 0r via email to[ssa.invoice@sharedservicesarvato.co.uk](mailto:ssa.invoice@sharedservicesarvato.co.uk)

1. On behalf of the Department I apologise that this contract is being set up retrospectively owing to some internal confusion about how the secondment should work, and be paid for.

Yours sincerely

Signature

xx, Commercial Relationship Management Lead

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