



Department for Transport

████████████████████
Department for Transport
Lead Procurement Business Partner
Group Commercial Services
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33 Horseferry Road
London
SW1P 4DR

████████████████████
Training for Transportation
Professionals
Forester House
Doctors Lane
Henley-In-Arden
Warwickshire
B95 5AW

████████████████████
████████████████████
07th September 2016

Dear ██████████

Payment for attendance at European Transport Conference, Barcelona, Spain

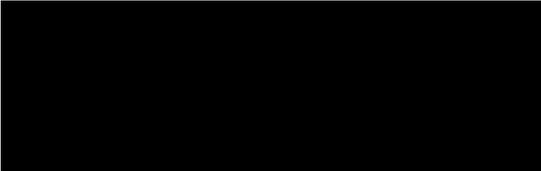
1. On behalf of the Secretary of State for Transport, I accept the quote for the payment of attendance at the European Transport Conference at the Casa Convalescencia building, Barcelona, Spain dated 9th August 2016.
2. The contract is to be let under Department for Transport's Short form Terms and Conditions of Contract (NEC3 Short Form) and will run from Wednesday 5th October to Friday 7th October 2016. The cancellation period is as follows; any cancellations and details of changes must be received in writing. Cancellations received in writing before Monday 19th September 2016 will be subject to an administration fee of Euro 90 + VAT or GBP 70 + VAT. Cancellation or non-arrival after this date will be liable for the total amount of attendance, as per the email from ██████████ dated 22nd July 2016.
3. The Price for this Contract is £23,976.00 including VAT, based on the booking for 73 persons at £180 each, the booking for 45 young professionals at £110 each and booking for 27 conference dinners standing at £70 each plus VAT at 20% totalling £3,996.00.
4. 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:

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.

6. Please sign and return a duplicate of this letter of engagement

Yours sincerely




by authority of the Secretary of State for Transport

I hereby confirm receipt of the above Letter of Engagement for the provision of the above contract in accordance with its terms.

Signed:

Date:

Name:

Status: