



Department
for Transport

Department for Transport
Ashdown House
Sedlescombe Road North
St Leonards-on-Sea
East Sussex
TN37 7GA

Field Fisher Waterhouse LLP,
Riverbank House,
2 Swan Lane,
London
EC4R 3TT

13 February 2015

Dear

**LEGAL ADVISERS TO THE DEPARTMENT FOR TRANSPORT: PASSENGER
SERVICES – CONTRACT DESIGN AND MANAGEMENT – FRANCHISE AGREEMENT
DATABASE CONSULTANT**

CONTRACT NUMBER PPRO: 04/76/18

1. On behalf of the Secretary of State for Transport, I would like to award the above commission to Field Fisher Waterhouse LLP for the services of . This letter and the documents listed below form a binding contract between you and this Department.
 - the terms and conditions of the Government Procurement Service Framework Agreement, Legal Services Framework (RM919) Lot 6 General Commercial
 - The Department's invitation to quote
 - The Department's Statement of Requirements
 - Your proposal dated 3rd February 2015
2. The contract commenced on 11 February 2015 and will end on 31 March 2015 at an approved day rate of £520 excluding VAT for 35 days resource, unless terminated or extended by the Department. This value must not be exceeded without the written authority of the undersigned.

3. You must be in possession of a purchase order (PO), before commencing any work under this contract. You will be informed of the PO for this contract in due course. Invoices submitted to the Department **must also quote the PO number** and must be submitted as directed **in the PO to:**

**Accounts Payable,
DfT Shared Service avarto,
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.

4. To assist with the payment process draft invoices should be submitted by e-mail to the Project Sponsor/Contract Manager. Once the draft invoice has been agreed a DfT 'Goods Received Notice' (GRN) will be produced and the DfT will then confirm that the invoice may be submitted for payment as detailed above.
5. Please acknowledge receipt of this letter and contact [REDACTED] to discuss arrangements for the commencement of this contract.

Yours sincerely

[REDACTED]
by authority of the Secretary of State for Transport

I hereby confirm receipt of the above Letter of Appointment and the agreement of Field Fisher Waterhouse LLP to provide to the Department for Transport the Services as specified in the Letter of Appointment in accordance with its terms.

Signed:

Date:

Name:

Status:

