



Department  
for Transport

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18 January 2018

**Re: PPRO/04/09/47 UK and Ireland Biofuels Carbon Calculator maintenance and development contract**

Dear [REDACTED]

On behalf of the Secretary of State for Transport, I am writing to accept your proposal dated 05 January 2018 in relation to the contract above sent (via email) to [REDACTED] [REDACTED]

Your quote and the documents listed below form a binding contract between you and this Department.

- Department for Transport purchase order Terms and Conditions at <https://www.gov.uk/government/publications/purchase-order-conditions-of-contract>
- Your proposal dated 05 January 2018 entitled Updating the carbon calculator.

The total value of the Programme fees is £18,809.00 (excluding VAT). This amount shall not be exceeded without the written authority of the undersigned of this letter. Philip Tucker will remain your contact for the duration of the contract.

You will be issued with an official Purchase Order Number. Invoices must quote the correct Purchase Order Number and should be submitted as directed **in the Purchase Order to:**

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

**Or via email to** [SSa.invoice@sharedservicesarvato.co.uk](mailto:SSa.invoice@sharedservicesarvato.co.uk)

Please sign and return a duplicate of this Letter.

Yours sincerely

by authority of the Secretary of State for Transport

I hereby confirm receipt of the above letter for the contract for the provision of Updating the carbon calculator contract.

Signed:

Date:

Name:

Status: