



Department for Transport

██████████
Odgers
20 Cannon Street
London
EC4M 6XD

Department for Transport
Group Commercial Directorate
Great Minster House
Horseferry Road
London
SW1P 4DR

Web Site: www.dft.gov.uk

05 March 2020

OFFICIAL

Dear ██████████

██████████ – DVSA Non-Executive Directors

On behalf of the Secretary of State for Transport, I am authorised to accept your proposal of 11 February 2020 for the above contract at the prices/rates quoted.

1. the documents listed below form a binding contract between you and this Department.
 - (i) Department for Transport purchase order terms and conditions at <https://www.gov.uk/government/publications/██████████-purchase-order-conditions-of-contract>
 - (iii) Your proposal of 11 February 2020.

This contract starts on 9th March 2020, and the completion date is 31 July 2020. The maximum contract value is **£33,400** (excluding VAT). This cost is not to be exceeded without prior written approval of the DfT commercial team.

██████████ is the Project Sponsor, and can be contacted direct on ██████████

You will be issued with an official Purchase Order Number. This replaces any existing payment arrangements you may have made. Invoices must quote the correct Purchase Order Number and should be submitted as directed in the Purchase Order to:

**Accounts Payable,
DfT Shared Service Centre,
5 Sandringham Park,
Swansea Vale,
Swansea
SA7 0EA.**

Or via email to SSa.invoice@sharedservicesarvato.co.uk

Invoices received without the correct Purchase Order Number are likely to be returned to you and will delay receipt of payment.

Any queries relating to this letter and its contents should be sent to Chris or myself.

Yours faithfully



Commercial Relationship Management Lead