

Phoenix Software Limited  
Bytes House,  
Randalls Way,  
Leatherhead,  
Surrey,  
United Kingdom,  
KT22 7TW.

**CONTRACT REFERENCE NUMBER: PS/24/63**

**CONTRACT TITLE: Provision of Document Creation Software - Docmosis Tornado**

**FRAMEWORK REFERENCE NUMBER: RM6098**

Dear Sir/Madam,

On behalf of the Secretary of State for Transport, I accept your tender/proposal dated 10/05/2024 for the above contract. The attached contract details Framework Schedule 6 Order Form and Call-off contract conditions and the associated schedules set out the terms of the contract between DVLA and Phoenix Software Limited for the provision of the deliverables set out in the Order Form (Schedule 6).

We thank you for your co-operation to date and look forward to forging a successful working relationship.

You must be in possession of an official purchase order (PO), before commencing any work, or supplying any goods, under this contract. The PO Number for this contract will follow shortly. Invoices submitted to the Department **must quote the PO number** and must be submitted in accordance with DVLA's Invoicing Procedures, as referenced in the Order Form (Schedule 6).

**Please ensure invoices are sent to Shared Services arvato (SSa) and not DVLA. Invoices received without the correct PO Number will be returned to you and will delay receipt of payment.**

The Contract Owner is **REDACTED** who can be contacted via the following email address:

Email: **REDACTED**

Please confirm your acceptance of the Conditions by signing and returning the Order Form, along with any requested Schedules/Annexes, within **7 days** from the date of this Award Form. No other form of acknowledgement will be accepted. Please remember to include the reference number above in any future communications relating to this contract.

The Order Form (Schedule 6) will be countersigned and will create a binding contract between the two named parties.

Please complete the Supplier Details form at **Annex A** and return to the email address below.

Yours sincerely,

**REDACTED**

Commercial Specialist

Commercial Directorate

**REDACTED**

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