



# Department for Transport

Livegroup Ltd

[REDACTED]  
Commercial Relationship Manager  
Group Commercial Directorate  
2/29, Windsor House  
50 Victoria Street  
Westminster, London, SW1H 0TL  
Direct line: [REDACTED]  
[REDACTED]

Web site: [www.dft.gov.uk](http://www.dft.gov.uk)

**Thursday, 10 January 2019**

Dear Sir/Madam,

DfT Reference: **TRSGF0003**

## **Contract Award**

### **Government Finance Event 2019 – Livegroup Ltd**

1. On behalf of the Secretary of State for Transport, this contract is for Livegroup Ltd.
2. The contract is to be let under Department for Transport's standard terms of agreement.
3. The Price for this Contract is **£15,000** excluding VAT, for the admission of 21 employees to attend the Government Finance Event 2019 hosted by the Government Finance Academy (HMT). This contract will run until 23/01/2019.
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.*

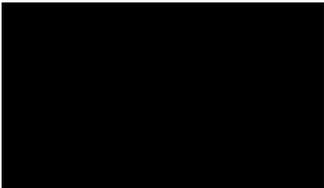
5. Invoices received without the correct Purchase Order Number are likely to be returned to you and will delay receipt of payment.

The Contract Manager for this contract is [REDACTED]:  
[REDACTED].

If you are content to enter into a binding contract please sign and return a copy of this letter. This letter (including the documents referred to in it) and the copy you return will form the binding contract.

Signed:.....  
Name.....  
Position .....  
Date:.....

Yours sincerely,



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