**Appendix C**

**OTHER GOVERNMENT DEPARTMENT ORDER FORM for Contract 701553609**

**Form to be completed and sent to both:**

* REDACTED Subject: ‘OGD Medal Order’
* [REDACTED](mailto:DBS-Medals@mod.gov.uk) Subject: ‘FAO: MODMO OIC – OGD Order’

|  |  |
| --- | --- |
| **Please insert your Unique Order Number or Purchase Order Number:** | JM state PO number here  Department for Transport Internal Contract number TSPO3000 |
| **Government Department**  Please state the name of your Department | Department for Transport  Great Minster House, 33 Horseferry Road, London, SW1P 4DR |
| **Name of Authorised Demander**  (orders will only be accepted from Authorised Demanders listed at Appendix D) | REDACTED  REDACTED  Teams |
| **Name of Financial Point of Contact** | REDACTED  REDACTED  Teams |
| **Payment Mechanism**  N.B. Payment must be made within 30-days of goods received). | The Supplier will submit invoices following delivery. Payment can only be made following satisfactory delivery of pre-agreed products. |
| **Invoice to be sent to – Name/Appointment** | REDACTED  REDACTED  Teams |
| **Invoice to be sent to** | Invoices must quote the PO number and must be submitted to: DFT Shared Services Centre, 5 Sandringham Park, Swansea, SA7 0EA.  Or, Email: ssa.invoice@sharedservicesarvato.co.uk |
| **Date of Order** | 31 August 2023 |
| **Item Description (**Medal name**)** | Coronation Medal |
| **Quantity Required** | 13,224 |
| **Date Delivery Required**  **(**Please advised that there is usually a 6-week lead time for manufacture and delivery**)** | October 2023 |
| **To be Delivered to – Name/Appointment** | REDACTED  REDACTED  Teams |
| **To be Delivered to –** | REDACTED  Department for Transport  Great Minister House  33 Horseferry Rd  London  SW1P 2AA |