**Appendix C**

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

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

* REDACTED Subject: ‘OGD Medal Order’
* REDACTED Subject: ‘FAO: MODMO OIC – OGD Order’

|  |  |
| --- | --- |
| **Please insert your Unique Order Number or Purchase Order Number:** | JM state PO number hereDepartment for Transport Internal Contract number TSPO3000 |
| **Government Department**Please state the name of your Department | Department for TransportGreat 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 TransportGreat Minister House33 Horseferry RdLondonSW1P 2AA |