



# Department for Transport

██████████, Yoke Consulting Ltd

By email : ██████████ [yokeconsultancy.com](mailto:██████████@yokeconsultancy.com)

██████████  
Commercial Associate

Group Commercial Directorate  
Department for Transport  
██████████ [@dft.gov.uk](mailto:██████████@dft.gov.uk)

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

Our Ref: PPRO 04/105/001

31 August 2018

Dear Rachel,

## Contract Number PPRO 04/105/001 – IMPROVING WELLBEING ACROSS AVIATION

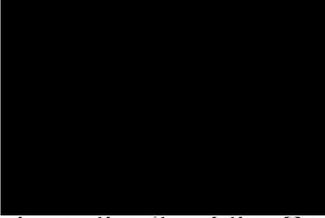
1. On behalf of the Secretary of State for Transport, I am writing to accept your quote for Yoke Consulting Ltd to provide a bespoke wellbeing programme for the Aviation Directorate in DfTc.
2. On behalf of the Secretary of State for Transport, the documents listed below form a binding contract between you and this Department:
  - The Department's specification for this requirement, sent via email on 24/08/2018;
  - Your tender, submitted via email on 30/08/2018;
  - The Department's Purchase Order Conditions of Contract, found at the following link:  
<https://www.gov.uk/government/publications/purchase-order-conditions-of-contract>
3. The maximum price for this Contract is **£85,000.00** exclusive of VAT. This number is not be exceeded without prior written permission from the Department.
4. The contract start date will be **03/09/2018**, and the contract end date will be **31/11/2018**.
4. The Contract Manager will be ██████████, contactable via ██████████ or ██████████ [@dft.gov.uk](mailto:██████████@dft.gov.uk). ██████████ or one of his colleagues will be in touch soon for an inception meeting.
5. You will be issued with a Purchase Order number for this contract and will need to quote this number on all invoices. Please ensure a draft copy of any invoice is first submitted to the Contract Manager for approval, before a hard copy is sent to:

Accounts Payable,  
Shared Services arvato,  
5 Sandringham Park,  
Swansea Vale,  
Swansea, SA7 0EA

6. Invoices received without approval by the Contract Manager, or without the correct PO number will be returned to you and will delay receipt of payment.

7. Please sign and return a duplicate of this letter of engagement, or confirm via email your acceptance.

Yours sincerely,



by authority of the Secretary of State for Transport

I hereby confirm receipt of the above letter for the Improving Wellbeing across Aviation contract (Contract Number PPRO 04/105/001):

Signed:

Date:

Name:

Status: