



Department for Transport

[REDACTED]
Department for Transport
Great Minster House
33 Horseferry Road
London
SW1P 4DR

Phone: 07500 071 026

[REDACTED]
Kelly Executive Services
63 Phoenix Way
Heston
TW5 9NB

[REDACTED]
Ref: TRSS0023a

08 October 2021

via email [REDACTED]

[REDACTED] [REDACTED]

TRSS0023a - Executive Car Support Services for the Government Car Service (GCS) – Contract Change 01

1. I refer to your recent discussions with [REDACTED] and your email dated 17th September 2021 at 15:56 to continue to provide Executive Car Support Services until April 2022. Following this we agree to increase the value of the contract.
2. The contract term will remain unchanged. The full contract term is 9th March 2020 to 8th March 2022.
3. The Terms and Conditions of Contract as previously agreed will still apply.
4. The value will increase by twenty-five thousand pounds (£25,000), the total contract value is now seventy-five thousand pounds (£75,000).
5. Please sign below to acknowledge receipt and acceptance of this letter and return this to me [REDACTED]

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.*

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

The DfT Contract Manager is [REDACTED], who can be contacted via 020 7944 3814 or [REDACTED]

Yours sincerely

[REDACTED]

Roads, Places & Environment
by authority of the Secretary of State for Transport

Signed:.....

Name.....

Position

Date:.....