



# Department for Transport

**Stephen Turner Acoustics Limited**

c/o/ TWM Solicitors LLP  
65, Woodbridge Road  
Guildford, Surrey  
GU1 4RD

FAO: [REDACTED]

\*SENT ELECTRONICALLY\*

[REDACTED]  
Commercial Manager  
Department for Transport  
Group Commercial Directorate  
Great Minster House  
33 Horseferry Road  
London SW1P 4DR  
Tel: [REDACTED]  
Email: [REDACTED]@dft.gov.uk

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

**Friday, 05 April 2024**

## **CONTRACT AWARD NOTICE**

Dear [REDACTED]

DfT Reference: TTSC3084

Contract Title: Provision of Aviation Night Noise Effects ANNE Subjective Study  
Acoustician Peer Review.

1. On behalf of the Secretary of State for Transport, this contract is awarded to Stephen Turner Acoustics Limited (the supplier) for the provision of Aviation Night Noise Effects ANNE Subjective Study Acoustician Peer Review.
2. This contract is to be let via the Department for Transport's (DfT) below threshold terms and conditions. The following documents constitute a binding agreement between you (the Supplier) and the Department for Transport (the Customer):

The Schedule 1 Signed Order form, consisting of:

- Contractual particulars including service deliverables.
- DfT-prepared specification for these services (Annex II)
- Charges
- Contract terms and conditions.

3. The maximum value for this Contract is **£20,000.00** excluding VAT.
4. The operative period of this contract is from 27<sup>th</sup> March 2024 – 31<sup>st</sup> May 2024.
5. 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:

Via email: [SSa.invoice@sharedservicesarvato.co.uk](mailto:SSa.invoice@sharedservicesarvato.co.uk)

Or post:

***Accounts Payable,  
Shared Services Arvato,***

**5 Sandringham Park,  
Swansea Vale,  
Swansea  
SA7 0EA.**

6. 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] [@dft.gov.uk](mailto:[REDACTED]@dft.gov.uk).

Please acknowledge receipt of this letter. This letter (including the documents referred to in it) form the binding contract between you, **Stephen Turner Acoustics Limited (the supplier)** and the **Department for Transport (the customer)**.

Yours sincerely,

A large black rectangular redaction box covering the signature area.

[REDACTED]  
**DfT Commercial Manager  
Group Commercial Directorate  
By authority of the Secretary of State for Transport**