



**Department for
International Trade**

**DIT Commercial
7th Floor
3 Whitehall Place
London
SW1A 2AW**

**ExportSavvy Limited
Regent Court
68 Caroline Street
Jewellery Quarter
Birmingham
B3 1UG**

Date: 30th November 2017

FAO:

Dear

Extension of Support for the ExportSavvy Limited Service

Reference: DN311474

This retrospective "Award Letter" and Annexes set out the terms of the Agreement between the Department for International Trade as the Customer and ExportSavvy Limited as the Contractor for the provision of Services delivered between 1st May 2017 and 31st July 2017.

Unless the context otherwise requires, capitalised expressions used in this Award Letter have the same meanings as in the terms and conditions of contract set out in Annex 1 to this Award Letter (the "Conditions"). In the event of any conflict between this Award Letter and the Conditions, this Award Letter shall prevail. Please do not attach any Contractors terms and conditions to this Award Letter as they will not be accepted by the Customer and may delay conclusion of the Agreement.

For the purposes of the Agreement, the Customer and the Contractor agree as follows:

- 1) the charges for the Services shall be as set out in Appendix 2 of the Agreement.
- 2) the specification of the Services as set out in Appendix 1 of the Agreement.
- 3) the Term commenced on 1st May 2017 and the Expiry Date was 31st July 2017.
- 4) the address for notices of the Parties and Key Personnel for the purpose of the Agreement are:

Customer

**The Department for International Trade
3 Whitehall Place
London
SW1A 2AW**

Contractor

**ExportSavvy Limited
Regent Court
68 Caroline Street
Jewellery Quarter
Birmingham
B3 1UG**

Attention: Ann Hughes
Email: Ann.Hughes@trade.gov.uk

Attention: David Bone
Email: David.Bone@learningimpact.co.uk

Payment

All invoices should be sent, quoting a valid purchase order (PO Number) to UK SBS, Queensway House, West Precinct, Billingham TS23 2NF. Within ten (10) working days of receipt of your acceptance of this letter, we will send you a unique PO Number. You must be in receipt of a valid PO Number before submitting an invoice.

To avoid delay in payment it is important that the invoice is compliant and that it includes a valid PO Number, PO Number item number (if applicable) and the details (name and telephone number) of your Customer contact (i.e. Contract Manager). Non-compliant invoices will be sent back to you, which may lead to a delay in payment. If you have a query regarding an outstanding payment please contact our Accounts Payable section either by email to finance@services.ukpbs.co.uk or by telephone 0333 207 9122 between 0830hrs – 1700hrs Monday to Friday.

Liaison

For general liaison your contact will continue to be Ann Hughes.

We thank you for your co-operation to date. Please confirm your acceptance of the award of this Contract by signing and returning the enclosed copy of this letter to Stephanie Wakeford at the email address shown below within seven (7) days from the date of this letter. No other form of acknowledgement will be accepted. Please remember to quote the reference number above in any future communications relating to this contract.

Yours sincerely

Stephanie Wakeford
DIT Commercial
T: 0207 215 1937
Stephanie.Wakeford@trade.gsi.gov.uk

We accept the terms set out in this Award Letter and its Appendices, including the Conditions.

Signed for and on behalf of ExportSavvy Limited

Name:

Job Title: **MANAGING DIRECTOR**

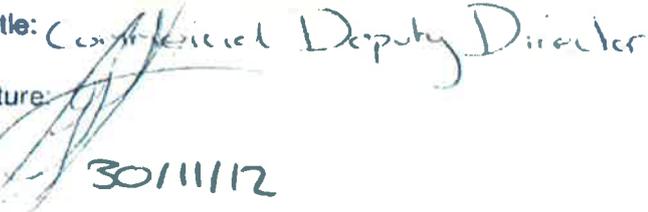
Signature: 

Date: 1 / 12 / 17

Signed for and on behalf of the Department for International Trade

Name:

Job Title: **Commercial Deputy Director**

Signature: 

Date: 30/11/17

