



Department for Transport

Textio

FAO: [REDACTED]

SENT ELECTRONICALLY

[REDACTED]
Commercial Relationship Manager
Group Commercial Directorate
2/29 Windsor House
Westminster, London
SW1H 0TL

Direct line: [REDACTED]

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

Web site: www.dft.gov.uk

Friday, 20 December 2019

Dear Sir/Madam,

DfT Reference: **TRHR3045 - Textio Augmented Writing Tool**

1. On behalf of the Secretary of State for Transport, this contract award is for **Textio Augmented Writing Tool**.
2. The contract is to be let under Textio Inc.'s terms of services found at <https://textio.com/terms-of-service/> with the caveat that auto-renewal as per section 5.2 of the Textio terms of service is not applicable. And any extension of contract will need prior written confirmation from the Department.
3. This letter and the document listed below form a binding contract between you and the Department:
 - Textio Order_Form_DfT UK
4. The Total Fixed Price for this Contract is **\$31,466** (exclusive of VAT) (equivalent to **£24,973** as of 20th December 2019, 12:58pm as per the **HMRC exchange rates: December 2019**. Details of which can be found at: <https://www.gov.uk/government/publications/hmrc-exchange-rates-for-2019-monthly>
5. This contract will run from 31st December 2019 and expire on 31st December 2021 with an option to extend by a further year.
6. 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.*

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

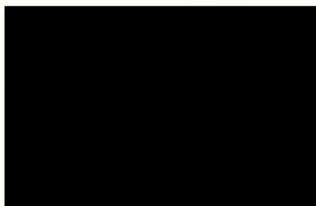


The Contract Manager for this contract is [redacted] email:
[redacted]@[dfc.gov.uk](mailto:dfc@dfc.gov.uk)

If you are content to enter into a binding contract please sign and return a copy of this letter. This letter (including the documents referred to in it) and the copy you return will form the binding contract.

Signed	[redacted]
Name	[redacted]
Position	CFO
Date	12/23/2019

Yours sincerely,



By authority of the Secretary of State for Transport