

Our Ref: 9T5E-627UFY

Date: 25th August 2015

Attention:
Luke Jones
Account Manager
Dot Mailer
No. 1 London Bridge
London
SE1 9BG

Dear Sirs,

Ref: 9T5E-627UFY

Title: Email marketing platform

I am pleased to inform you that the Environment Agency hereby accepts your tender in respect of the above contract. The contract shall be carried out in accordance with:

- This contract award letter
- Our invitation to tender dated 18 May 2015
- Your tender response received 12 June 2015
- Additional clarification received 16 and 20 July 2015
- Non-Disclosure Agreement dated 1 July 2015

Subject to a start date being agreed, the contract will be awarded for an initial period of 12 months. There are four further 12 month extension options available, subject to business requirement, performance and cost. All extension requests will be issued by the Environment Agency.

Purchase Order numbers will be issued to you in due course. We will require you to quote this on all invoices to ensure timely payment. Invoices should be sent to:

Finance Service Centre
Environment Agency
Accounts Payable
Kingfisher House
PO Box 263

Orton Goldhay
Peterborough
PE2 8YD

Invoices not containing the correct Purchase Order number will mean we are unable to process them and they will be returned to you.

This contract will be managed on behalf of the Environment Agency by Audrey Callaghan, phone: 0117 9344039 email: audrey.callaghan@environment-agency.gov.uk. The contract number and title given above should be quoted on all correspondence.

The contract will be governed by the terms and conditions as contained within the original invitation to tender.

Please acknowledge receipt of this letter and confirm your acceptance by return.

Yours faithfully,

Steve Lang
Senior Communications Team Leader

E-mail: stephen.lang@environment-agency.gov.uk
Telephone: 07884 117 290

The Environment Agency, Horizon House, Deanery Road, Bristol, BS1 5AH.