**Procurement Journey**

**Contract Award Letter**

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Dear

**INVITATION TO QUOTE FOR:**

1. On behalf of, I am pleased to accept your quotation for the above requirement. The documents listed below shall be deemed to form and to be read and to be construed as part of the Contract:

* This letter
* The Invitation to Quote (and Brief) Dated
* Your response to the Invitation to Quote Dated
* Terms and Conditions of contract document attached (either in document form or weblink)

The contract will commence on, and per above the value of the contract, for the full life of the contract shall be £exclusive of VAT. The contract completion date is .

Please confirm receipt of this contract award letter at the following address by return in order to act as an acknowledgement of receipt of this contract award letter.

Please do not hesitate to contact me directly should you have any questions about the content of this letter.

Yours faithfully

Name

Job title

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On behalf of I hereby receipt of the contract award letter.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(signed)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(print full name)

Authorised signatory on behalf of

Date:\_\_\_\_\_\_\_\_\_\_