Dear “**INSERT SUPPLIER NAME**”

**INVITATION TO QUOTE FOR:**

**“add contract name here and contract reference number”**

On behalf of **Glasgow Caledonian University**, 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
* **Glasgow Caledonian University** Terms and Conditions of contract document attached (either in document form or weblink)

The contract will commence on “(insert date)” and as per above the value of the contract, for the full life of the contract shall be £” insert price” exclusive of VAT. The contract completion date is “(insert date)”

Please confirm receipt of this contract award letter at the following address “(add address here)” by return in order to act as an acknowledgement of receipt of this contract award letter.

Furthermore, no action should be taken by your company at this time in respect to this contract until the official contract start date. **Glasgow Caledonian University** accepts no responsibility or liability for any actions which you may take based on the information detailed in this letter. Any such actions and their financial consequences will be entirely at your own risk.

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 “INSERT SUPPLIER NAME”, I hereby accept and agree to the terms and conditions of the contract set out in this contract award letter.

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

Authorised signatory on behalf of “INSERT SUPPLIER NAME”

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