

Our ref: 2-007
Your ref:

SPATS Framework
Highways England
The Cube
199 Wharfside Street
Birmingham, B1 1RN

CORDEROY
via email

Direct Line: **Redacted**
15 June 2016

OFFICIAL

Dear Sir/Madam

**SPECIALIST PROFESSIONAL AND TECHNICAL SERVICES FRAMEWORK
Lot 2 – Commercial Services**

Asset Lead Delivery Model Support-Area 1, 2, 13 & 14

On behalf of Highways England, I am authorised to accept your proposal submitted for the above Package Order at the prices/rates quoted. This Package Order start date is 3 May 2016, and completion date is 31 March 2017.

The authorised maximum Package Order cost is **£49,653.44** (excluding VAT). This cost is not to be exceeded without prior written approval of the Procurement Officer.

Redacted is the Project Sponsor, and can be contacted direct on **Redacted** to arrange a start-up meeting. Please see overleaf for invoicing information.

Any queries relating to this contract should be sent to the Lot 2 Manager **Redacted**, or the SPATS Framework Procurement team via the email address below.

Yours faithfully

Redacted

Invoicing information

Please note that the Project Sponsor will be contacting you shortly with a release number to quote alongside the Blanket Purchase Agreement (BPA) number on your invoices.

1. When you report the value of completed work each month we will give you a receipt number.
2. Please quote both the release number and the monthly receipt number on your invoice to ensure prompt payment.
3. When submitting your invoice(s), please include the following information:

| Invoice Address: | Invoice Details: | |
|------------------|-----------------------|----------|
| Redacted | Contract Number: | Redacted |
| | Package Order Number: | Redacted |
| | BPA Number: | Redacted |
| | Project Sponsor: | Redacted |
| | Cost Centre: | Redacted |
| | Project Number (PIN): | Redacted |