



Redacted under section 40 FOIA 2000 exemptions:  
personal information.

Our ref:  
Your ref:

**Redacted**  
The Cube  
199 Wharfside Street  
Birmingham  
B1 1RN

<http://highwaysengland.co.uk/>

Direct Line: **Redacted**

Fax:

Beetroot Publishing Limited  
68 Leonard Street,  
London,  
EC2A 4QX

12 April 2016

For the attention of **Redacted**

### Highways England Staff Magazine (Pilot)

Dear **Redacted**

On behalf of Highways England Company Limited, I accept your tender dated 29/02/2016 for the above Contract.

This letter (including annexes) forms a binding contract between Highways England Company Limited and yourselves.

The Contract price is £59,609.98. The operative period of the Contract will be for the production (including distribution) of 6 editions of a Highways England Staff Magazine as per the specification, to commence immediately. The date of the inaugural meeting will be notified to you by the Contract Manager **Redacted**, who is contactable on Mobile: **Redacted**.

The key personnel offered by the Contractor and accepted by the Authority to work on the Contract are listed in the Annex to this letter.

Invoices should be forwarded direct to Highways England Company Limited, FS Payments, The Cube, 199 Wharfside Street, Birmingham, B1 1RN quoting

the contract reference **Highways England Staff Magazine (Pilot)** and the appropriate BPA and the cost centre numbers (to be provided by the Contract Manager). However as a new supplier to Highways England, I will need to arrange for the creation of your account, therefore could you please email me a letter i.e. pdf (on headed paper) your company's bank account details, enclosed with two signatures, signed by two different Directors/Finance Managers.

Upon receipt of this letter please contact the Contract Manager to discuss arrangements for commencement of the Contract and to agree a date for an inaugural meeting.

Please acknowledge receipt of this letter (and the completed Appendix), no later than 18 April 2016.

Yours faithfully

**Redacted**  
**Services Business Partner - Procurement**  
**Email: Redacted**