

Our ref: **1-388**  
Your ref:

SPATS Framework  
2/09K Temple Quay House  
2 The Square  
Temple Quay  
Bristol, BS1 6HA

**ARUP**  
via email

Direct Line: **Redacted**

**Date Month 2017**

## OFFICIAL

Dear Sir/Madam

### **SPECIALIST PROFESSIONAL AND TECHNICAL SERVICES FRAMEWORK Lot 1 - Technical Consultancy, Engineering Advice, Research and Innovation**

#### **1-388 Processes & Procedures for data updating in AVIS | Volume 1 – Methodology**

On behalf of Highways England, I am authorised to accept your proposal submitted on **17/08/2017** for the above Package Order at the prices/rates quoted.

This Package Order start date is 21/08/2017, and completion date is 31/03/2018.

The authorised maximum Package Order cost is **£84634.10** (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 Annex A overleaf for invoicing information.

Any queries relating to this contract should be sent to the Lot 1 Framework Manager via the email address below.

Yours faithfully

**Redacted**

Lot 1 Framework Team

Email: [SPATS\\_Framework\\_Lot1@highwaysengland.co.uk](mailto:SPATS_Framework_Lot1@highwaysengland.co.uk)

**Annex A - Invoicing information**

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

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

Invoice Address:	Invoice Details:	
Highways England Accounts Payable Team 11 <sup>th</sup> Floor The Cube 199 Wharfside Street Birmingham West Midlands B1 1RN	Contract Number:	2015/S 160-293835
	Package Order Number (SPATS Work Package Number):	1-
	Cost Centre:	3832
	Project Number (PIN):	565579
	Project Sponsor	(as named above)