

Our ref: itt\_4999

Highways England  
Stirling House  
Lakeside Court  
Osier Drive  
Sherwood Business Park  
Nottinghamshire  
NG15 0DS

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

Stroma Specialist Access Ltd  
4 Pioneer Way  
Castleford  
WF10 5QU

20<sup>th</sup> December 2019

For the attention of [REDACTED]

Dear [REDACTED],

**itt\_4999 - 559210 – Area 7 – Structural Inspection Package 1 2019/20**

On behalf of Highways England Company Limited, I am pleased to inform you that we accept your tender dated 16<sup>th</sup> December 2019 for the above contract.

This letter and the documents listed below, (in no order of precedence), form a binding contract between Highways England Company Limited and yourselves:

- (i) Our invitation to tender
- (ii) Contract Data
- (iii) Scope
- (iv) Your tender
- (v) Schedule of Prices

The contract price is £82,941.67 exclusive of vat.

If you have not already done so, you will need to provide evidence that the required insurances are in place prior to the starting date.

To enable us to set Stroma Specialist Access Ltd up as supplier on Highways England's payment system, we will require a letterhead with the company's bank details and signed by two directors (or finance officials). Please send a scanned version at your earliest convenience to [REDACTED]

After the Client has approved the amount due, invoices (PDF files only, excel is not supported) should be e-mailed to [REDACTED]  
The contract reference number (itt\_4999), the Project Identification Number

[REDACTED], and most importantly, a valid purchase order number (to be provided in due course), must be included in your invoice.

You can also contact the Accounts Payable team at

[REDACTED]  
if you have any queries regarding invoicing and payments.

Upon receipt of this letter, please contact [REDACTED] to discuss the arrangements for the commencement of the Contract.

Yours sincerely,

[REDACTED]