

Our ref: SRC/CPA 4098292

██████████  
Neopost Limited  
Neopost House  
South Street  
Romford  
Essex  
RM1 2AR

██████████  
Procurement Delivery Manager  
Highways England  
Woodlands  
Manton Lane  
Bedford  
MK41 7LW

7 December 2017

### Severn River Crossing

Dear ██████████,

I am writing to advise that Neopost Limited have been instructed to provide the credit facility for the top up of franking machines through Neofunds, for the Severn River Crossing Commission on behalf of Highways England PLC.

The service is valid for 12 months; the commencement date of the 8 January 2018 will be authorised by Highways England Project Manager ██████████

The total value of the agreement is £30,000 for both machines. You should note that we will not pay for any work unless it has been specifically authorised in writing. Payment is made within 30 days.

Invoices should be sent to FS Payments at Highways England, The Cube, 199 Wharfside Street, Birmingham, B1 1RN, quoting the Project Managers name, Supplier PO or equivalent reference number. Details of these will be provided by the Severn River Crossing Team in due course. In the meantime please quote ref CPA 4098292.

Yours sincerely

██████████  
**Procurement Delivery Manager**  
Highways England, Woodlands, Manton Lane, Bedford, MK41 7LW  
Tel: ██████████ | Mobile: ██████████

Redacted under section 40 FOIA 2000 exemptions: personal information.