

Redactions made under FOIA 2000 exemptions sec 40: personal info and sec 43: commercial.

Our ref: 2-001  
Your ref:

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

**ARCADIS**  
via email

Direct Line **Redacted**

24 March 2016

**OFFICIAL**

Dear Sir/Madam

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

**Peak Demand**

On behalf of Highways England, I am authorised to accept your proposal submitted on 24 March 2016 for the above Package Order at the prices/rates quoted. This Package Order start date is 1 April 2016, and completion date is 31 March 2017.

The authorised maximum Package Order cost is **£1,140,730.82** (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** 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**

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## 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