

Our ref: **1-717**
Your ref:

SPaTS Procurement Team
2/09K Temple Quay House
2 The Square
Temple Quay
Bristol, BS1 6HA

AtkinsJacobs

via Bravo

18 December 2018

OFFICIAL

Dear Sir/Madam

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

**1-717 Social impacts of transport infrastructure in built up areas – Baselineing of
Research and Guidance**

On behalf of Highways England, I am authorised to accept your proposal of 27 November 2018 for the above Package Order at the prices/rates quoted.

This Package Order start date is 19 December 2018, and the completion date is 18 April 2019.

The authorised maximum Package Order cost is **£32,009.84** (excluding VAT). This cost is not to be exceeded without prior written approval of the Procurement Officer.

xx is the Project Sponsor, and can be contacted direct on xx to arrange a start-up meeting. Please see Annex A overleaf for invoicing information.

Any queries relating to this letter and its contents should be sent via Bravo messaging.

Yours faithfully

Anthony Harris
SPATS Procurement Delivery Lead
Email: SPATS_Framework_Lot1@highwaysengland.co.uk
(via email, please save a copy to your contract file)

Annex A - Invoicing information

Please note that the Project Sponsor will be contacting you shortly with an Agreement number to quote 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 agreement 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 th Floor The Cube 199 Wharfside Street Birmingham West Midlands B1 1RN	Contract Number:	2015/S 160-293835
	Package Order Number (SPATS Work Package Number):	1-717
	Cost Centre:	2424
	Project Number (PIN):	600562
	Project Sponsor	(as named above)