

Our ref: 2-147
Your ref:

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

Arcadis
via Bravo

Direct Line:

11/06/18

OFFICIAL

Dear Sir/Madam

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

2-147 Commercial Delivery

On behalf of Highways England, I am authorised to accept your proposal submitted on 31/05/18 for the above Package Order at the prices/rates quoted. This Package Order start date is 11/06/18, and completion date is 11/11/18.

The authorised maximum Package Order cost is **£54093.00** (excluding VAT). This cost is not to be exceeded without prior written approval of the Procurement Officer.

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

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

Yours faithfully

Lot 2 Procurement Team

Email: Spats_Framework_Lots2to6@highwaysengland.co.uk

Cc: (via email, please save a copy to your contract file)

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:	2-147
	Project Sponsor:	X
	Cost Centre:	3026
	Project Number (PIN):	