

Our ref: 2-136  
Your ref:

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

**Arcadis**  
via Bravo

Direct Line: 0300 470 3235

13 March 2018

**OFFICIAL**

Dear Sir/Madam

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

**2-136 Commercial Support for AD Model in Areas 10**

On behalf of Highways England, I am authorised to accept your proposal submitted on 16 February 2018 for the above Package Order at the prices/rates quoted. This Package Order start date is 13 March 2018, and completion date is 31 January 2019.

The authorised maximum Package Order cost is **£314,623.95** (excluding VAT). This cost is not to be exceeded without prior written approval of the Procurement Officer.

Suzanne Moran is the Project Sponsor, and can be contacted direct on 07710 067 237 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



Matthew Diggle

Lot 2 Procurement Team

Email: [Spats\\_Framework\\_Lots2to6@highwaysengland.co.uk](mailto:Spats_Framework_Lots2to6@highwaysengland.co.uk)

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

### 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:	
Highways England Accounts Payable Team 11 <sup>th</sup> Floor The Cube 199 Wharfside Street Birmingham West Midlands B1 1RN	Contract Number:	2015/S 160-293835
	Package Order Number:	2-136
	Project Sponsor:	Suzanne Moran
	Cost Centre:	N/A
	Project Number (PIN):	557809