

Reputation (RI) UK LTD

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

(via email)

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

<http://highwaysengland.co.uk/>

4th May 2021

**OFFICIAL SENSITIVE
AWARD LETTER
Provision for Reputation Surveys for Highways England 2021- 2022**

Dear [REDACTED]

I am writing to confirm the Award of this contract to Reputation (RI) UK LTD.

The maximum contract value is £70,000 (excluding VAT), this amount must not be exceeded without prior written confirmation from the Procurement Officer.

The agreement start date is 28th April 2021, and the end date is 27th April 2022 (note this corrected from the incorrect end date in the signed agreement at 13.1).

Yours sincerely,

[REDACTED]

Procurement Delivery Lead

[REDACTED]

Annex A

Invoicing information

Please note that the Project Sponsor will be contacting you shortly with a Purchase Order 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 purchase order number and the monthly receipt number on your invoice to ensure prompt payment.
3. Invoices must be submitted to the email address below and be in PDF format.
4. If you scan the original invoice/credit note, please ensure these scanned images are in black and white, in TIFF format and ideally scanned at 600 DPI, although a minimum of 300 DPI can also be used.
5. Be aware that any text in the body of your email, or attachments submitted in file formats other than those listed above will not be read by anyone.
6. When submitting your invoice(s), please also include the following information:

Invoice Address:	Invoice Details:	
<div></div>	Contract Number:	
	Cost Centre:	
	Project Number (PIN):	
	Project Sponsor	<div></div>