

Insert name of *Contractor*

[insert date of letter]

Dear [Sir/Madam],

Highways England Pavement Framework dated [insert]

Lot Number: [insert]

Package Order: [insert date and reference number]

Works Contract Award Letter

In accordance with the terms of the Pavement Framework and note that this letter is also issued pursuant to, and in accordance with the terms of, the Package Order, I am directed by the [Employer/Client] to accept your quotation submitted on [insert date] and issue [your company/you (if the letter is issued to the relevant contracting entity)] the Works Contract to carry out the following works:

Works Contract detail	
Name	
Number	
Description of the works	

The Works Contract's documents associated with this works can be found here: [all documents uploaded and provided upon enquiry via bravo file share].

The first Works Contract's assessment date will be the last day of the month in which this letter is issued.

[Insert], or his authorised delegate, will be in touch in due course to discuss mobilisation.

Authorisation - Signed on behalf of the [<i>Employer/Client</i>]:			
Name		Signature	
Role		Date	