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|  Our ref: **M0002** Your ref: itt - 6425  **CPMS Lot 2 - WSP (UK) Limited** via Bravo  |  CPMS Procurement Team Highways England The Cube 199 Wharfside Street Birmingham B1 1RN    |

 **15 September 2021**

**OFFICIAL**

To whom it may concern,

**COMMERCIAL AND PROJECT MANAGEMENT SERVICES (CPMS)**

**Framework Lot 2**

**Project Management Services**

**Reference**

**M0002 PMO**

**Risk Management**

# AWARD LETTER

On behalf of Highways England, I am authorised to accept your proposal on **26 August 2021** for the above Package Order at the prices/rates quoted.

This Package Order start date is **15 September 2021**, and the completion date is **31 March 2023**

The authorised maximum Package Order cost is **£235,659.76** (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 an Inception 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

x

CPMS Procurement Team



Registered office Bridge House, 1 Walnut Tree Close, Guildford GU1 4LZ

Highways England Company Limited registered in England and Wales number 09346363



# 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.*

1. *Please quote the purchase order number and the monthly receipt number on your invoice to ensure prompt payment.*

1. *Invoices must be submitted to the email address below and be in PDF format.*

1. *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.*

1. *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.*

1. *When submitting your invoice(s), please also include the following information:*

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| **Invoice Address:**  | **Invoice Details:**  |   |
| Invoices@highwaysengland.co.uk  |  Contract Number:  | **2020/S 121-298128**  |
| Package Order Number  | **M0002**  |
| Cost Centre:  | **TBC**  |
| Project Number (PIN):  | **611256**  |
| Project Sponsor  | **(as named above)**  |



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