Our ref: **1-1150**
Your ref:

AtkinsJacobs

via Bravo

SPaTS Procurement Team
2/09K Temple Quay House
2 The Square
Temple Quay
Bristol, BS1 6HA

23 July 2020

OFFICIAL

Dear Sir/Madam

SPECIALIST PROFESSIONAL AND TECHNICAL SERVICES FRAMEWORK
Lot 1 - Technical Consultancy, Engineering Advice, Research and Innovation

1-1150 Traffic Modelling and Economic Assessment for Tranche 5 and 6 Smart Motorway

On behalf of Highways England, I am authorised to accept your proposal on 16 July 2020 for the above Package Order at the prices/rates quoted.

This Package Order start date is 24 July 2020, and the completion date is 30 August 2020.

The authorised maximum Package Order cost is **£49,803.94** (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 Annex A overleaf for invoicing information.

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

Yours faithfully

X

Lot 1 Procurement Team

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:**	
Invoices@highwaysengland.co.uk	Contract Number:	2015/S 160-293835
	Package Order Number	1-1150
	Cost Centre:	X
	Project Number (PIN):	X
	Project Sponsor	(as named above)