

ICM Unlimited (Registered as  
Walnut Unlimited LTD)  
Orion House,  
5 Upper St Martin's Lane,  
London,  
WC2H 9EA

(via the Sourcing portal)  
Sourcing portal ref: itt\_6192

██████████  
Procurement Officer,  
Commercial & Procurement,  
4 South,  
Lateral,  
8 City Walk,  
Leeds, LS11 9AT.

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

All communications must be sent  
via the Sourcing portal.

17/06/2021

**OFFICIAL SENSITIVE**

**RM6018 CALL-OFF CONTRACT AWARD  
Campaign Evaluation 2021**

Dear ██████████

I am writing to confirm that the above Contract has been awarded to your company.

The contract award value is £118,848 (Excluding VAT), this amount must not be exceeded without prior written approval of the Highways England Procurement Officer / Delivery Lead.

**Contract Execution**

We have attached the signed Call off Contract Terms and signed Letter of Authorisation.

**Insurance**

You are required to provide evidence that the insurances required in the contract are in place. Please submit this evidence via Bravo within 1 week.

**Publicity**

Until such time as we notify you, you must not publicise the contents of this letter or the award of this contract and all media enquiries should be directed to the relevant procurement officer via the Sourcing portal.

Yours sincerely

██████████  
████████████████████  
██████████

## **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:	TBC
	Cost Centre:	TBC
	Project Number (PIN):	TBC
	Project Sponsor	<div></div>