|  |  |
| --- | --- |
| Our ref: **S30016**  Your ref:    **SPaTS3 Arcadis Consulting (UK) Limited**  via CCFT | SPaTS3 Procurement Team  National Highways  The Cube  199 Wharfside Street  Birmingham  B1 1RN    **22 August 2025** |

**OFFICIAL**

To whom it may concern,

**SPECIALIST PROFESSIONAL AND TECHNICAL SERVICES FRAMEWORK 3**

**Reference**

**S30016 Readiness Report**

**AWARD LETTER**

On behalf of National Highways, I am authorised to accept your proposal on **21 August 2025** for the above Work Order at the prices/rates quoted.

This Work Order start date is **22 August 2025**, and the completion date is **23 September 2025.**

The authorised maximum Work Order cost is **£70,000** (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 at 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 CCFT messaging.

Yours faithfully,

SPaTS3 Procurement Team

[SPaTS3@nationalhighways.co.uk](mailto:SPaTS2@nationalhighways.co.uk)

**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@nationalhighways.co.uk](mailto:Invoices@highwaysengland.co.uk) | Contract Number: | **2019/S 106-258908** |
| Work Order Number | **S30016** |
| Project Sponsor | **(as named above)** |