|  |  |
| --- | --- |
| Our ref: 2-118Your ref:      **WSP**via email | *Redacted*Highways EnglandThe Cube199 Wharfside StreetBirmingham, B1 1RNDirect Line: *Redacted*29 January 2018 |

**OFFICIAL**

Dear Sir/Madam

**SPECIALIST PROFESSIONAL AND TECHNICAL SERVICES FRAMEWORK**

**Lot 2 – Commercial Services**

**2-118 Commercial Management and Assurance SMP M27 J4 to J11 Development phase only.**

On behalf of Highways England, I am authorised to accept your proposal submitted on 18 December 2017 for the above Package Order at the prices/rates quoted. This Package Order start date is 30 January 2018, and completion date is 29 April 2018.

The authorised maximum Package Order cost is **£127,653.88** (excluding VAT). This cost is not to be exceeded without prior written approval of the Procurement Officer.

*Redacted* is the Project Sponsor, and can be contacted direct on *Redacted* to arrange a start-up meeting. Please see overleaf for invoicing information.

Any queries relating to this contract should be sent to the Lot 2 Manager *Redacted*, or *Redacted* via the email address below.

Yours faithfully

*Redacted*

*Redacted*

Email: *Redacted*

Cc: *Redacted* (via email, please save a copy to your contract file)

**Invoicing information**

Please note that the Project Sponsor will be contacting you shortly with a release number to quote alongside the Blanket Purchase Agreement (BPA) number on your invoices.

1. When you report the value of completed work each month we will give you a receipt number.
2. Please quote both the release number and the monthly receipt number on your invoice to ensure prompt payment.
3. When submitting your invoice(s), please include the following information:

|  |  |  |
| --- | --- | --- |
| **Invoice Address:** | **Invoice Details:** |  |
| Highways EnglandAccounts Payable Team11th Floor The Cube199 Wharfside StreetBirminghamWest Midlands B1 1RN | Contract Number: | *Redacted* |
| Package Order Number: | 2-118  |
| Project Sponsor: | *Redacted* |
| Cost Centre: | *Redacted* |
| Project Number (PIN): | *Redacted*  |