|  |  |
| --- | --- |
| Our ref: 2-118  Your ref:    **WSP**  via email | *Redacted*  Highways England  The Cube  199 Wharfside Street  Birmingham, B1 1RN  Direct 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 England  Accounts Payable Team  11th Floor  The Cube  199 Wharfside Street  Birmingham  West Midlands B1 1RN | Contract Number: | *Redacted* |
| Package Order Number: | 2-118 |
| Project Sponsor: | *Redacted* |
| Cost Centre: | *Redacted* |
| Project Number (PIN): | *Redacted* |