

Our ref: 1-006  
Your ref:

SPATS Framework  
2/28H Temple Quay House  
2 The Square  
Temple Quay  
Bristol, BS1 6HA

**ARUP**  
via email

Direct Line: Redacted

7 June 2016

**OFFICIAL**

Dear Sir/Madam

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

**H&S Action Plan Activities (Including Suicide and Driving for Work)**

On behalf of Highways England, I am authorised to accept your proposal submitted on 3 May 2016 for the above Package Order at the prices/rates quoted. This Package Order start date is 7 June 2016, and completion date is 31/3/2017.

The authorised maximum Package Order cost is **£89,912.08** (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 1 Manager Redacted, or her assistant Redacted via the email address below.

Yours faithfully

**Redacted  
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.

Redactions made under FOIA 2000 exemptions sec 40: personal info and sec 43: commercial.

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:	
Redacted	Contract Number:	Redacted
	Package Order Number:	Redacted
	BPA Number:	Redacted
	Project Sponsor:	Redacted
	Cost Centre:	Redacted
	Project Number (PIN):	Redacted