

Our ref: **F0022**

Your ref:

FAF Procurement Team
National Highways
The Cube
199 Wharfside Street
Birmingham
B1 1RN

The Orange Partnership
via CCFT

04 April 2024

OFFICIAL

To whom it may concern,

Forensic Audit Framework

Reference

F0022

Audit services for DA2 contract

AWARD LETTER

On behalf of National Highways, I am authorised to accept your proposal on **03 April 2024** for the above Package Order at the prices/rates quoted.

This Package Order start date is **04 April 2024**, and the completion date is **17 May 2024**.

The authorised maximum Package Order cost is **£60,664.96** (excluding VAT). This cost is not to be exceeded without prior written approval of the Procurement Officer.

Liam lock is the Project Sponsor, and can be contacted direct on **07514 722 730** 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,



Matthew Diggle
FAF Procurement Team

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	Contract Number:	2020/S 232-573911
	Package Order Number	F0022
	Cost Centre:	TBC
	Project Number (PIN):	TBC
	Project Sponsor	(as named above)