

Our ref: **4-020**
Your ref:

SPATS Framework
Highways England
The Cube
199 Wharfside Street
Birmingham, B1 1RN

Willis Limited
via email

Direct Line: **Redacted**

28th March 2018

OFFICIAL

Dear Sir/Madam

SPECIALIST PROFESSIONAL AND TECHNICAL SERVICES FRAMEWORK Lot 4 – Insurance Advice

4-020 Traffic Officer Fleet Insurance 2018/19

On behalf of Highways England, I am authorised to accept your proposal submitted on **19th February 2018** for the above Package Order at the prices/rates quoted. This Package Order start date is **1st April 2018**, and completion date is **31st March 2019**.

The authorised maximum Package Order cost is **£98,553.30** (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 4 Manager **Redacted**, or the SPATS Framework Procurement team via the email address below.

Yours faithfully

Redacted

Lot 4 Procurement Team

Email: spats_framework_lots_2to6@highwaysengland.co.uk

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 11 th Floor The Cube 199 Wharfside Street Birmingham West Midlands B1 1RN	Contract Number:	2015/S 160-293835
	Package Order Number:	4-020
	Project Sponsor:	Redacted
	Cost Centre:	3751
	Project Number (PIN):	n/a