

Our ref: ITT 4920

Highways England  
Great North House  
20 Allington Way  
Darlington  
DL1 4QB

<http://highwaysengland.co.uk/>

Amelio Group  
Amelio Gloucester  
St James Trading Estate  
278 Barton St  
Gloucester  
GL1 4JJ.

27<sup>th</sup> November 2019

**For the attention of Catherine O’Neill**

Dear Ms O’Neil,

**ITT 4920 M5 J18-J18A BD MP 141.2-142.1 Flood Hotspot Full Drainage Survey**

On behalf of Highways England Company Limited, I am pleased to inform you that we accept your tender dated 18<sup>th</sup> November for the above contract.

This letter and the documents listed below, (in no order of precedence), form a binding contract between Highways England Company Limited and yourselves:

- (i) Our invitation to tender
- (ii) Contract Data
- (iii) Works Information
- (iv) Your tender
- (v) Schedule of Prices

The contract price is £15,043.20 exclusive of vat.

If you have not already done so, you will need to provide evidence that the required insurances are in place prior to the starting date.

After the Client has approved the amount due, invoices (PDF files only, excel is not supported) should be e-mailed to [invoices@highwaysengland.co.uk](mailto:invoices@highwaysengland.co.uk). The contract reference number ITT 4920, the Project Identification Number 569907, and most importantly, a valid purchase order number (to be provided in due course), must be included in your invoice.

You can also contact the Accounts Payable team at  
[fspaymentqueries@highwaysengland.co.uk](mailto:fspaymentqueries@highwaysengland.co.uk)  
Telephone: 0300 470 3002  
if you have any queries regarding invoicing and payments.

Upon receipt of this letter, please contact [SWSurveys@highwaysengland.co.uk](mailto:SWSurveys@highwaysengland.co.uk)  
to discuss the arrangements for the commencement of the Contract.

Yours sincerely,

*L.J.Young*

**Lucy Young**  
**Procurement Delivery Officer**  
Email: [lucy.young@highwaysengland.co.uk](mailto:lucy.young@highwaysengland.co.uk)