

Our ref: 5-022  
Your ref:

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

**Arup**  
Via Bravo

Direct Line: 0300 470 2942

12 March 2018

**OFFICIAL**

Dear Sir/Madam

**SPECIALIST PROFESSIONAL AND TECHNICAL SERVICES FRAMEWORK  
Lot 5 – Procurement Advice**

**5-022 Technical Advice and Support for AD Contracts in Area 10 and Other Areas**

On behalf of Highways England, I am authorised to accept your proposal submitted on 28 February 2018 for the above Package Order at the prices/rates quoted. This Package Order start date is 8 March 2018, and completion date is 8 September 2018.

The authorised maximum Package Order cost is **£99,958.13** (excluding VAT). This cost is not to be exceeded without prior written approval of the Procurement Officer.

Saira Batool is the Project Sponsor, and can be contacted direct on 0300470 3490 to arrange a start-up meeting. Please see overleaf for invoicing information.

Any queries relating to this contract should be sent to the Lot 5 Manager Ron Davis, or the SPATS Framework Procurement team via the email address below.

Yours faithfully



Ron Davis

Email: [Spats Framework Lots 2to6@highwaysengland.co.uk](mailto:Spats_Framework_Lots_2to6@highwaysengland.co.uk)

Cc: Saira Batool (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:

<b>Invoice Address:</b>	<b>Invoice Details:</b>	
Highways England Accounts Payable Team 11 <sup>th</sup> Floor The Cube 199 Wharfside Street Birmingham West Midlands B1 1RN	Contract Number:	2015/S 160-293835
	Package Order Number:	5-022
	Project Sponsor:	Saira Batool
	Cost Centre:	8110
	Project Number (PIN):	544617