

Our ref: **1-556**  
Your ref:

SPATS Framework  
2/09K Temple Quay House  
2 The Square  
Temple Quay  
Bristol, BS1 6HA

**WSP**

via Bravo

**25/04/2018**

**OFFICIAL**

Dear Sir/Madam

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

**1-556 Area 13 Technical Support**

On behalf of Highways England, I am authorised to accept your proposal of 13/04/18 for the above Package Order at the prices/rates quoted.

This Package Order start date is 25/04/18, and the completion date is 25/04/19.

The authorised maximum Package Order cost is **£99994.66** (excluding VAT). This cost is not to be exceeded without prior written approval of the Procurement Officer.

X is the Project Sponsor, and can be contacted direct on X to arrange a start-up meeting. Please see Annex A overleaf for invoicing information.

Any queries relating to this letter and its contents should be sent via Bravo messaging.

Yours faithfully

Email: [SPATS\\_Framework\\_Lot1@highwaysengland.co.uk](mailto:SPATS_Framework_Lot1@highwaysengland.co.uk)  
(via email, please save a copy to your contract file)

## Annex A - Invoicing information

Please note that the Project Sponsor will be contacting you shortly with a Blanket Purchase Agreement (BPA) number and a release number to quote with the BPA 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 BPA number, the release number and the monthly receipt number on your invoice to ensure prompt payment.
3. When submitting your invoice(s), please also include the following information:

Invoice Address:	Invoice Details:	
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 (SPATS Work Package Number):	1-556
	Cost Centre:	3833
	Project Number (PIN):	571096
	Project Sponsor	(as named above)