|  |  |
| --- | --- |
| Our ref: 4-039  Your ref:    **WILLIS**  via email | SPaTS Procurement Team  2/09K Temple Quay House  2 The Square  Temple Quay  Bristol, BS1 6HA    23 March 2020 |

**OFFICIAL**

Dear Sir/Madam

**SPECIALIST PROFESSIONAL AND TECHNICAL SERVICES FRAMEWORK**

**Lot 4 – Insurance Advice**

**4-039 National Hire Car Insurance 2020-22**

On behalf of Highways England, I am authorised to accept your proposal of 13 February 2020 for the above Package Order at the prices/rates quoted.

This Package Order start date is 03 March 2020, and the completion date is 30 April 2020.

The authorised maximum Package Order cost is **£117,600** (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\_lots\_2to6@highwaysengland.co.uk](mailto:spats_framework_lots_2to6@highwaysengland.co.uk)

**Annex A**

**Invoicing information**

Please note that the Project Sponsor will be contacting you shortly with an Agreement 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 agreement 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  11th Floor  The Cube  199 Wharfside Street  Birmingham  West Midlands B1 1RN | Contract Number: | 2015/S 160-293835 |
| Package Order Number (SPATS Work Package Number): | 4-039 |
| Cost Centre: |  |
| Project Number (PIN): | n/a |
| Project Sponsor | (as named above) |