

Our ref: **1-695**
Your ref:

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

WSP

via Bravo

26th October 2018

OFFICIAL

Dear Sir/Madam

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

1-695 Progress-O-Meter

On behalf of Highways England, I am authorised to accept your proposal of 8th September 2018 for the above Package Order at the prices/rates quoted.

This Package Order start date is 26th October 2018, and the completion date is 31st March 2019.

The authorised maximum Package Order cost is **£17,633.44** (excluding VAT). This cost is not to be exceeded without prior written approval of the Procurement Officer.

Ian Jobson is the Project Sponsor, and can be contacted direct (see e-mail below) 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



Mick Howell

Email: SPATS_Framework_Lot1@highwaysengland.co.uk

(via email, Ian.Jobson@highwaysengland.co.uk please save a copy to your contract file)

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 11 th Floor The Cube 199 Wharfside Street Birmingham West Midlands B1 1RN	Contract Number:	2015/S 160-293835
	Package Order Number (SPATS Work Package Number):	1-695
	Cost Centre:	3002
	Project Number (PIN):	600287
	Project Sponsor	(as named above)