

Our ref: 2-114
Your ref:

[REDACTED]
Highways England
The Cube
199 Wharfside Street
Birmingham, B1 1RN

Arcadis
via email

Direct Line: [REDACTED]

24 January 2018

OFFICIAL

Dear Sir/Madam

**SPECIALIST PROFESSIONAL AND TECHNICAL SERVICES FRAMEWORK
Lot 2 – Commercial Services**

SPATS 2-114 Value Management - Central Facilitation and Coordination Managed

On behalf of Highways England, I am authorised to accept your proposal submitted on 21 November 2017 for the above Package Order at the prices/rates quoted. This Package Order start date is 29 January 2018, and completion date is 30 August 2018.

The authorised maximum Package Order cost is **£446,317.79** (excluding VAT). This cost is not to be exceeded without prior written approval of the Procurement Officer.

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

Any queries relating to this contract should be sent to the Lot 2 Manager [REDACTED], or the [REDACTED] via the email address below.

Yours Faithfully

[REDACTED]

[REDACTED]

Email: [REDACTED]

Cc: [REDACTED] (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:

Invoice Address:	Invoice Details:	
Highways England Accounts Payable Team 11 th Floor The Cube 199 Wharfside Street Birmingham West Midlands B1 1RN	Contract Number:	[REDACTED]
	Package Order Number:	2-114
	Project Sponsor:	[REDACTED]
	Cost Centre:	[REDACTED]
	Project Number (PIN):	[REDACTED]