

AA DriveTech

Redacted

The Cube
199 Wharfside Street
Birmingham
B1 1RN

Direct Line: ***Redacted***

5th October 2016

For the attention of Redacted

Dear ***Redacted***

**OFFICIAL – SENSITIVE
NOTIFICATION OF AWARD**

**NATIONAL TRAFFIC OFFICER TRAINING FRAMEWORK
OJEU REFERENCE: 2014/S 099-173171**

TO39 (Lot 1) Trainer Design and Delivery Call-Off Contract

On behalf of Highways England, I accept your offer (dated 17th August 2016) to undertake the attached work under the above contract. This task order will run from 5th October 2016 up to and including 4th October 2017.

You should note that we will not pay for any work in excess of £68,000 (excluding VAT) unless it has been specifically authorised in writing by our Procurement Team and is within the terms of the Agreement.

Any travelling expenses are to be agreed in advance with the project sponsor and are subject to the terms and conditions of the Agreement.

Invoices should be forwarded directly to Highways England, FS Payments, The Cube, 199 Wharfside Street, Birmingham, B1 1RN quoting ***Redacted*** name (the Project Sponsor), the Agreement Reference and a BPA No. that will be advised.

Please acknowledge receipt of this letter.

Yours sincerely

Redacted

Commercial and Procurement