

Redacted under FOIA 2000 exemptions section 40: personal information.

**AA DriveTech**

**Redacted**

The Cube  
199 Wharfside Street  
Birmingham  
B1 1RN

Direct Line: **Redacted**

09 August 2016

*For the attention of* **Redacted**

Dear **Redacted**,

**OFFICIAL – SENSITIVE  
NOTIFICATION OF AWARD**

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

**TO38 (Lot 1) – B&E Towing Training**

On behalf of Highways England, I accept your offer (dated 6th July 2016) to undertake the attached work under the above contract. This task order will run from 15th August 2016 up to and including 15th August 2017.

You should note that we will not pay for any work in excess of £27,345.00 (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 Maria Carroll's 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