



Issued to;

Headland PR Consultancy LLP,
10 Finsbury Square,
London,
EC2A 1AF

Procurement Officer,
Commercial & Procurement
4 South
Lateral
8 City Walk
Leeds LS11 9AT

<http://highwaysengland.co.uk/>

17/02/2021

COMMERCIAL - SENSITIVE

Dear [REDACTED]

Highways England - Motorway Safety Specialist PR Services

On behalf of Highways England Company Limited, I accept your proposal dated 9th February 2021.

This letter and the documents listed below (in no order of precedence) form a binding Agreement between Highways England Company Limited and yourselves:

- **Short Form Services Agreement**
- **Your proposal dated 9 February 2021**

The total maximum price of the agreement, including expenses and costs, is up to £45,000 (excluding VAT). This value is not to be exceeded without prior written approval of the Procurement Officer.

Invoices should be forwarded direct to [REDACTED] quoting the appropriate Project Identification Number, Purchase Order number and the cost centre numbers (to be provided by the Highways England Representative).

Upon receipt of this letter please contact the Lead, [REDACTED] to discuss arrangements for commencement of the Agreement and an inaugural meeting.

Yours sincerely,

[REDACTED]

