

Our ref: ITT 4901

Highways England  
Great North House  
20 Allington Way  
Darlington  
DL1 4QB

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

Amelio Group  
Amelio Gloucester  
St James Trading Estate  
278 Barton St  
Gloucester  
GL1 4JJ.

25<sup>th</sup> November 2019

**For the attention of Catherine O’Neill**

Dear Ms O’Neil,

**ITT 4901 M5 J13 BD 101.5-103.1 Flood HS (Full Drainage)**

On behalf of Highways England Company Limited, I am pleased to inform you that we accept your tender dated 11<sup>th</sup> November for the above contract.

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

- (i) Our invitation to tender
- (ii) Contract Data
- (iii) Works Information
- (iv) Your tender
- (v) Schedule of Prices

The contract price is £13,887.30 exclusive of vat.

If you have not already done so, you will need to provide evidence that the required insurances are in place prior to the starting date.

To enable us to set Amelio Group up as supplier on Highways England’s payment system, we will require a letterhead with the company’s bank details and signed by two directors (or finance officials). Please send a scanned version at your earliest convenience to [lynn.mason@highwaysengland.co.uk](mailto:lynn.mason@highwaysengland.co.uk).

After the Client has approved the amount due, invoices (PDF files only, excel is not supported) should be e-mailed to [invoices@highwaysengland.co.uk](mailto:invoices@highwaysengland.co.uk). The contract reference number ITT4901, the Project Identification Number

569907, and most importantly, a valid purchase order number (to be provided in due course), must be included in your invoice.

You can also contact the Accounts Payable team at

[fspaymentqueries@highwaysengland.co.uk](mailto:fspaymentqueries@highwaysengland.co.uk)

Telephone: 0300 470 3002

if you have any queries regarding invoicing and payments.

Upon receipt of this letter, please contact [SWSurveys@highwaysengland.co.uk](mailto:SWSurveys@highwaysengland.co.uk) to discuss the arrangements for the commencement of the Contract.

Yours sincerely,

*L.J.Young*

**Lucy Young**

**Procurement Delivery Officer**

**Email: [lucy.young@highwaysengland.co.uk](mailto:lucy.young@highwaysengland.co.uk)**