

Our ref: **T0487**
Your ref:

SPaTS 2 Procurement Team
National Highways
The Cube
199 Wharfside Street
Birmingham
B1 1RN

SPaTS 2 Lot 1 - Ove Arup & Partners Limited
via CCFT

22 September 2023

OFFICIAL

To whom it may concern,

SPECIALIST PROFESSIONAL AND TECHNICAL SERVICES FRAMEWORK 2

Lot 1 - Technical consultancy, engineering advice, research, innovation and post implementation evaluation

Reference

T0487 Lorry Parking improvement scheme supporting task

AWARD LETTER

On behalf of National Highways, I am authorised to accept your proposal on **22 August 2023** for the above Package Order at the prices/rates quoted.

This Package Order start date is **28 July 2023**, and the completion date is **29 March 2024**

The authorised maximum Package Order cost is **£250,00.00** (excluding VAT). This cost is not to be exceeded without prior written approval of the Procurement Officer.

X is the Project Sponsor and can be contacted direct on X to arrange an Inception Meeting. Please see Annex A overleaf for invoicing information.

Any queries relating to this letter and its contents should be sent via CCFT messaging.

Yours faithfully

X
SPaTS 2 Procurement Team
SPaTS2@highwaysengland.co.uk

Annex A - Invoicing information

Please note that the Project Sponsor will be contacting you shortly with a Purchase Order number to quote on your invoices.

- 1. When you report the value of completed work each month we will give you a receipt number.*
- 2. Please quote the purchase order number and the monthly receipt number on your invoice to ensure prompt payment.*
- 3. Invoices must be submitted to the email address below and be in PDF format.*
- 4. If you scan the original invoice/credit note, please ensure these scanned images are in black and white, in TIFF format and ideally scanned at 600 DPI, although a minimum of 300 DPI can also be used.*
- 5. Be aware that any text in the body of your email, or attachments submitted in file formats other than those listed above will not be read by anyone.*
- 6. When submitting your invoice(s), please also include the following information:*

Invoice Address:	Invoice Details:	
Invoices@nationalhighways.co.uk	Contract Number:	2019/S 106-258908
	Package Order Number	T0487
	Cost Centre:	5617
	Project Number (PIN):	[REDACTED]
	Project Sponsor	(as named above)