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| Our ref: F002 - OxCam  Your ref: itt\_6448          **The Orange Partnership**  via Bravo | FAF Procurement Team  Highways England  The Cube  199 Wharfside Street  Birmingham  B1 1RN      **03 September 2021** |

**OFFICIAL**

To whom it may concern,

**Forensic Audit Framework**

**Reference**

**F002 OxCam**

# AWARD LETTER

On behalf of Highways England, I am authorised to accept your proposal on **27 August 2021** for the above Package Order at the prices/rates quoted.

This Package Order start date is **03 September 2021**, and the completion date is **03**

# October 2021

The authorised maximum Package Order cost is **£8,595.68** (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 Bravo messaging.

Yours faithfully

x

FAF Procurement Team



Registered office Bridge House, 1 Walnut Tree Close, Guildford GU1 4LZ

Highways England Company Limited registered in England and Wales number 09346363



# 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.*

1. *Please quote the purchase order number and the monthly receipt number on your invoice to ensure prompt payment.*

1. *Invoices must be submitted to the email address below and be in PDF format.*

1. *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.*

1. *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.*

1. *When submitting your invoice(s), please also include the following information:*

|  |  |  |
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| **Invoice Address:** | **Invoice Details:** |  |
| Invoices@highwaysengland.co.uk | Contract Number: | **2020/S 232-573911** |
| Package Order Number | **F002** |
| Cost Centre: | **TBC** |
| Project Number (PIN): | **TBC** |
| Project Sponsor | **(as named above)** |



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