

Our ref: **1-450**
Your ref:

SPATS Framework
2/09K Temple Quay House
2 The Square
Temple Quay
Bristol, BS1 6HA

ARUP
via email

Direct Line: **Redacted**

5 December 2017

OFFICIAL

Dear Sir/Madam

SPECIALIST PROFESSIONAL AND TECHNICAL SERVICES FRAMEWORK Lot 1 - Technical Consultancy, Engineering Advice, Research and Innovation

1-450 Methods Scoping Exercise - Evaluation of the Cycling, Safety and Integration Fund

On behalf of Highways England, I am authorised to accept your proposal submitted on **18 October 2017** for the above Package Order at the prices/rates quoted.

This Package Order start date is 5 December 2017, and completion date is 28 February 2018.

The authorised maximum Package Order cost is **£39,932.92** (excluding VAT). This cost is not to be exceeded without prior written approval of the Procurement Officer.

Redacted is the Project Sponsor, and can be contacted direct on **Redacted** to arrange a start-up meeting. Please see Annex A overleaf for invoicing information.

Any queries relating to this contract should be sent to the Lot 1 Framework Manager via the email address below.

Yours faithfully

Redacted

Email: SPATS_Framework_Lot1@highwaysengland.co.uk
cc(**Redacted** email, please save a copy to your contract file)

Annex A - Invoicing information

Please note that the Project Sponsor will be contacting you shortly with a Blanket Purchase Agreement (BPA) number and a release number to quote with the BPA 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 BPA number, the release number and the monthly receipt number on your invoice to ensure prompt payment.
3. When submitting your invoice(s), please also include the following information:

Invoice Address:	Invoice Details:	
Highways England Accounts Payable Team 11 th Floor The Cube 199 Wharfside Street Birmingham West Midlands B1 1RN	Contract Number:	2015/S 160-293835
	Package Order Number (SPATS Work Package Number):	1-450
	Cost Centre:	2427
	Project Number (PIN):	568349
	Project Sponsor	(as named above)