

Back Office Management

caroline@cbadley.com

Jess Phillips MP

INVOICE

07 March 2017

Payment due by 06 April 2017

Quantity	Details	Unit Price (£)	Subtotal (£)
3	April, May, June 2017	833.00	2,499.00
	Management of constituency consultation email system including drafting messages and responses; maintenance of system and preparation of data; management and analysis of responses.		
	Bespoke copy writing and design for paper based constituency consultation and engagement materials, including research of constituency issues; preparation and management of data; management of responses including an acknowledgement; analysis of responses		
	Bespoke event invitation, planning and management		
	Advertisement of Advice Bureaux information		
	Opening and recording of FREEPOST returns		
	Bespoke writing and design for stakeholder update		
	Website and database maintenance, security and updates.		
	Meetings with Jess Phillips MP and liaison with her staff		
		GBP Total	£2,499.00

Payment Details

Barclays Bank

Bank/Sort Code:

Account Number:

Payment Reference:

Other Information

Company Registration Number: 08139316