

INVOICE



02/01/2019

Dear Jess

Research Project on Disability Benefits in Yardley

Gathering Case Studies and monitoring data from application through to Court: This will include attending court with constituents, building case files and tracking data on trends.

Working to build a Disability Reference Group of local constituents, planning and delivering a series of regular meetings of this group and building them in to a sustainable reference group for the future.

Creation of research document to inform Parliamentary work for MP on disability welfare and broader disability issues in the constituency (transport, health service access and wellbeing services). This will include video, oral and written content of constituent testimonials.

Manage for the period a specific group of constituency caseload.

This was a stand alone piece of work took place from September-December 2018 and is based on 12 hour per week minimum direct contact hours.

£2,000 due

Regards



Back Office Management

VAT: GB 266970657

Jess Phillips MP

INVOICE

01 January 2019

Payment due by 31 January 2019

Quantity	Details	Unit Price (£)	VAT	Net Subtotal (£)
1 Month	Management of workload - including monitoring of caseload, preparation for & leading of weekly staff meeting; implementation and maintenance of office systems. 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 Bespoke writing and design for stakeholder update Website and database maintenance, security and updates. Data management and GDPR support Meetings with Jess Phillips MP and liaison with her staff	1,020.00	20%	1,020.00
Net Total				1,020.00
VAT				204.00
GBP Total				£1,224.00

Payment Details

Barclays Bank

Bank/Sort Code: [REDACTED]

Account Number: [REDACTED]

Payment Reference: [REDACTED]

Other Information

Company Registration Number: 08139316