



SECURE DOCUMENT DESTRUCTION - YOU CAN TRUST

13th March 2018

Invoice

Jess Phillips MP
64 Yardley Road,
B27 6LG

Contact: [REDACTED]

Collected from Above address

Collection and Secure Shredding of 1 console collected on 12/03/2018 @ £15.00 per console.

Total Charge:	£15.00
VAT (@ 20%):	£ 3.00
Total Charge:	£18.00

BACS PAYMENT:

Account no:
Sort Code:
BANK:
BRANCH:

Right Lets Shred Ltd are fully accredited to ISO 9001:2015 & BS EN 15713:2009 on Certificate Number FS512790

Please leave your feedback regarding our service at www.rlshred.co.uk and follow 'Click here to take a quick survey'.

Company Registration Number: 6030017
Right Lets Shred are a Limited Company
VAT Registration Number 945 9481 74



FS512790

Right Lets Shred Unit 17 | Cornwall Road Industrial Est | Cornwall Rd | Birmingham | B66 2JS
Tel. 0870 850 5654 Email. enquiries@rlshred.co.uk www.rlshred.co.uk

Jess Phillips MP

Invoice 22522nd March 2018
Due 22nd April 2018

Quantity	Details	Unit Price (£)	VAT	Net Subtotal (£)
5 Month (Nov to March)	<p>Management of workload - including monitoring of caseload, preparation for & leading of weekly staff meeting; implementation and maintenance of office systems.</p> <p>Management of constituency consultation email system including drafting messages and responses; maintenance of system and preparation of data; management and analysis of responses.</p> <p>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</p> <p>Bespoke event invitation, planning and management</p> <p>Advertisement of Advice Bureaux information</p> <p>Opening and recording of FREEPOST returns</p> <p>Bespoke writing and design for stakeholder update</p> <p>Website and database maintenance, security and updates.</p> <p>Meetings with Jess Phillips MP and liaison with her staff</p>	1,020.00	20%	£5,100
Net Total				£5,100
VAT				£1,020
GBP Total				£6,120

Payment Details

Barclays Bank

Bank/Sort Code: [REDACTED]

Account Number: [REDACTED]

Payment Reference: [REDACTED]

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Other Information

Company Registration Number: 08139316