

114 Bishopston Road
Bishopston
Swansea
SA3 3EW

INVOICE**Invoice Date**

Name	Heather Cooper HR Associates
Address	114 Bishopston Road
	Bishopston
	Swansea
	SA3 3EW

Outsourced HR

[illegible]

Description		Hrs	Labour Cost	Expenses	Total
AN1	General	3.75	262.50	10.80	273.30
AN2	Recruitment			-	-
AN3	Handbooks & Contracts	-		-	-
AN4	Meetings	-		-	-
AN5	Health & Safety	-		-	-
AN6	Disciplinaries			-	-
AN7	Restructure	15.00	1,050.00	21.60	1,071.60
AN8	Training	-		-	-
		18.75	1,312.50	32.40	1,344.90

Invoice Summary	
Days worked	2.500
Daily rate	£525.00
Labour cost	£1,312.50
Expenses	£32.40
Subtotal	£1,344.90
Net Total	£1,344.90
VAT @ 20%	£268.98
Invoice Total	£1,613.88