

Fraser Thompson

Invoice

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Balance Due
£3,678.00

Bill To
Joanna Cherry QC MP
House of Commons
London
SW1A 0AA

Invoice Date : 16/07/2015
Terms : Due on Receipt
Due Date : 16/07/2015

#	Item & Description	Qty	Rate	Amount
1	Letterhead design	1.00	100.00	100.00
2	Business Card design. Single design on reverse, 3x names.	1.00	100.00	100.00
3	Greetings Card design A6	1.00	100.00	100.00
4	Report Template	1.00	400.00	400.00
5	Report Template - Children and Young People Version	1.00	400.00	400.00
6	Word template, style guide and branding.	1.00	600.00	600.00
7	On-site set-up of templates and personalisation of default word and Outlook Normal.docx	1.00	80.00	80.00
8	Twitter photo card template 3 x variants	1.00	100.00	100.00
9	Facebook photo card template 3 x variants	1.00	100.00	100.00
10	Email newsletter design and set-up	1.00	600.00	600.00
11	Side by side training in e-newsletter creation 2 hours. Up to 3 staff members.	1.00	200.00	200.00
12	Letterhead print - 1000 120gsm full colour single side	1.00	125.00	125.00
13	Compliments slips - 1000 120gsm full colour single side	1.00	65.00	65.00
14	Business Cards 500 400gsm silk card, full colour both sides	4.00	62.00	248.00
15	Greetings cards 500 A6, full colour double sided print 400gsm printed and creased delivered flat with matching white envelopes.	1.00	450.00	450.00
			Sub Total	3,668.00