

Back Office Management

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Liam Byrne
House of Commons
London
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INVOICE**09 December 2020**

Payment due by 08 January 2021

Quantity	Details	Unit Price (£)	VAT	Net Subtotal (£)
1	Novemberr 2020 Preparation and management of constituency consultation programme including:- Management of constituency consultation email system including drafting messages and responses; maintenance of system and preparation of data; manage system to enable responses.	250.00	20%	250.00
1	Data management including opening/downloading and recording of constituency consultation returns. GDPR support. Ad hoc paper based communications as required. Bespoke staff training for constituency based staff. Liaison with Liam Byrne MP and his staff.	250.00	20%	250.00
1	Parliamentary website support	100.00	20%	100.00
Net Total				600.00
VAT				120.00
GBP Total				£720.00

Payment Details

Barclays Bank
Bank/Sort Code: 200903
Account Number: 30985406
Payment Reference: 503

Other Information**Company Registration Number:** 08139316