

3 November 2020

K McCartney MP
House of Commons
Palace of Westminster
London
SW1A 0AA



Administrative Office and External Meeting Support Services, high level meeting attendance, strategy formulation and participation in London and Lincoln and daily Media Management. Administration of various requirements to support the Member of Parliament in securing successful outcomes for local issues and projects and constituency casework issues.

To provide services for the month of October 2020.

Fee, as agreed £1000 per week (£200/day), for four weeks:	4000.00
VAT at 20%	£800.00
TOTAL	£4800.00

VAT Number 269 7816 42

Terms:

As agreed, payment to be made within 30 days from the date of invoice.

Bank Account Details:

