

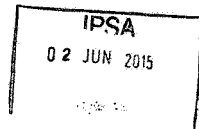


# Critical Thinking

practical public policy solutions

22 May 2015

Mr Tommy Sheppard MP  
Constituency Office  
16a Willowbrae Road  
Edinburgh  
EH8 7DB



*Dear Tommy*

**Invoice: Office establishment**

Please find attached our first invoice for work starting 8 May in establishing your constituency office. This has included considering required job roles, CVs and applications, appointing, inducting and managing staff, obtaining furniture, IT and other supplies, liaising with Westminster agencies, considering and establishing interim office systems and identifying and determining good practice, handling mail and calls, responding to invitations and enquiries, setting up appointments with constituents, handling cases, and organising hub office.

Many thanks

*Jane W Denholm*

Jane W Denholm  
Director

Invoice Number:



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