

# Critical Thinking

practical public policy solutions



21 August 2015

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

Dear Tommy

## Invoice: Office establishment

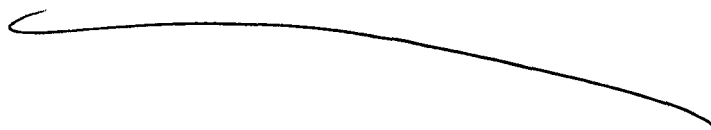
Please find attached our fourth and final invoice for work starting 8 May in establishing your constituency office. This has included considering required job roles, CVs and applications, appointing, inducting and managing staff, organising training, obtaining furniture, IT and other supplies, liaising 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, co-organising the constituency Summer tour, writing up notes of meetings and following up and identifying themes for further consideration, and organising hub office.

Many thanks

Best wishes



Jane W Denholm  
Director



Invoice Number:



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