



Critical Thinking

practical public policy solutions

23 June 2015

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

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Dear Tommy

Invoice: Office establishment

Please find attached our second 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, and organising hub office.

Many thanks

Berturmus

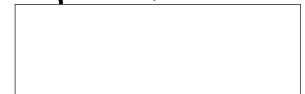


Jane W Denholm
Director

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email*

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*made out to
"Critical
Thinking"*

Invoice Number:



The Citadel, 1 Dock Street,
Leith, Edinburgh EH6 6HU
t. 0131 561 4281
m. 07949 761356
j.denholm@criticalthinking.co.uk
www.criticalthinking.co.uk