

# Critical Thinking

practical public policy solutions

24 July 2015

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

Dear Tommy

**Invoice: Office establishment**

Please find attached our third 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 and organisations for the August tour, handling cases, and organising hub office.

Many thanks



**Jane W Denholm**  
Director

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