

INVOICE

Invoice No: [REDACTED]

Date of Invoice: 14 December 2020

**Bill To**

Clive Lewis MP  
House of Commons  
London  
SW1A 1AA

Description of Work	Date	Rate (£)	Hours Worked	Total (£)
Identify two and a half thousand constituents at a higher risk of covid due to their age, compose letter to constituents and create a separate survey; organise, print, put in envelopes and post. Collate survey results in a database according to GDPR in order to further respond. Identify constituents in need and provide information and help. Update information about government grants and other help for businesses going in to tier 2 due to continuing covid issues. Liaise with other local authorities and organisations on covid matters. Deal with individual queries from constituents about covid and other matters.	1 <sup>st</sup> – 30 <sup>th</sup> November 2020	£10ph	92	£920

**Payment Details**

Sort Code: [REDACTED]  
Account Number: [REDACTED]  
Name on Card: [REDACTED]

Thank you