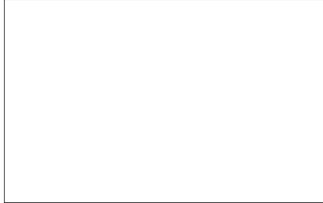




Caroline Badley Communications Ltd



INVOICE

09 March 2016

Payment due by 08 April 2016

Diana Johnson MP
House of Commons
London
SW1A 0AA

Quantity	Details	Unit Price (£)	Subtotal (£)
3 Months	Jan, Feb, Mar 2016	735.00	2,205.00
	Preparation and management of constituency consultation programme including:-		
	Bespoke copy writing and design for paper based constituency consultation and engagement materials, including research of constituency issues; preparation and management of data; manage responses including an acknowledgement; analysis of responses		
	Management of constituency consultation email system including drafting messages and responses; maintenance of system and preparation of data; manage system to enable responses.		
	Advertisement of Advice Bureaux information		
	Bespoke staff training for constituency based staff		
	Monitoring of office management systems		
	Liaison with Diana Johnson MP and her staff		
		GBP Total	£2,205.00

Payment Details

Bank/Sort Code:
Account Number:
Payment Reference:

Other Information

Company Registration Number: