

114 Bishopston Road  
Bishopston  
Swansea  
SA3 3EW

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**Sian James MP**  
**Outsourced HR**

**Invoice To:**

Name	Heather Cooper HR Associates
Address	114 Bishopston Road
	Bishopston
	Swansea
	SA3 3EW

[illegible]

Description		Hrs	Labour Cost	Expenses	Total
AN1	General	6.00	420.00	-	420.00
AN2	Recruitment	-		-	-
AN3	Handbooks & Contracts	-		-	-
AN4	Meetings	-		-	-
AN5	Health & Safety	-		-	-
AN6	Disciplinaries	-		-	-
AN7	Restructure	12.25	857.50	9.60	867.10
AN8	Training	-		-	-
		18.25	1,277.50	9.60	1,287.10

Invoice Summary	
Days worked	2.433
Daily rate	£525.00
Labour cost	£1,277.50
Expenses	£9.60
Subtotal	£1,287.10
Net Total	£1,287.10
VAT @ 20%	£257.42
<b>Invoice Total</b>	<b>£1,544.52</b>