

114 Bishopston Road
Bishopston
Swansea
SA3 3EW

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Outsourced HR

Invoice Date**Invoice To:**

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

[illegible]

Description	Hrs	Labour Cost	Expenses	Total
AN1 General	-		-	-
AN2 Recruitment	-		-	-
AN3 Handbooks & Contracts	-		-	-
AN4 Meetings	-		-	-
AN5 Health & Safety	-		-	-
AN6 Disciplinaries	-		-	-
AN7 Restructure	6.75	437.50	-	437.50
AN8 Training	-		-	-
	6.75	437.50	0.00	437.50

Invoice Summary	
Days worked	0.800
Daily rate	£525.00
Labour cost	£437.50
Expenses	£0.00
Subtotal	£437.50
Net Total	£437.50
VAT @ 20%	£87.50
Invoice Total	£525.00