



Tin Digital

Performance Driven Marketing

Invoice

1 December 2015

Johnny Mercer MP

House of Commons,
London,
SW1A 0AA

Social Media Management

Social media monitoring and management.

Liking, thanking and replying to posts and comments on Facebook.

Removing inappropriate or potentially offensive comments and posts to page.

Liking and re-tweeting positive messages on Twitter.

Replying to comments to posts on LinkedIn.

Reviewing Twitter followers and following back where appropriate.

Reviewing and accepting or refusing LinkedIn connection requests.

Monitoring incoming direct messages across all channels and replying where appropriate.

Forwarding urgent messages to Johnny Mercer's office.

Compiling twice weekly reports for submission to Johnny Mercer's office with feedback and an indication of overall response to social media activity.

Liaising with Johnny Mercer's office.

Advising where a more personal reply is required.

Advising on social media strategy and direction.

May 2015	£416.00
June 2015	£416.00
July 2015	£417.00
August 2015	£417.00
September 2015	£417.00
October 2015	£417.00

Total Due	£2500.00
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Payment preferred by BACS or bank/internet transfer to Cooperative Bank, sort code
account number quoting reference

Please make cheques payable to