

Liam Byrne  
House of Commons  
London  
SW1A 0AA

**06 October 2020**  
Payment due by 05 November 2020

Quantity	Details	Unit Price (£)	VAT	Net Subtotal (£)
1	September 2020 Preparation and management of constituency consultation programme including:-  Management of constituency consultation email system including drafting messages and responses; maintenance of system and preparation of data; manage system to enable responses.	250.00	20%	250.00
1	Data management including opening/downloading and recording of constituency consultation returns. GDPR support.  Ad hoc paper based communications as required.  Bespoke staff training for constituency based staff.  Liaison with Liam Byrne MP and his staff.	250.00	20%	250.00
1	Parliamentary website support	100.00	20%	100.00
Net Total				600.00
VAT				120.00
GBP Total				£720.00

#### Other Information

Company Registration Number: