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Please reply to:-

Birmingham

Rt Hon Yvette Cooper MP
House of Commons
London
SW1A 0AA

By email: @parliament.uk

31 July 2015

Invoice Number:

1 July to 31 July 2015

Preparation and management of constituency consultation programme including:-

750.00

Bespoke copy writing and design for paper based constituency consultation and engagement materials, including research of constituency issues; preparation and management of data; management of responses including an acknowledgement; analysis of responses.

Management of constituency consultation email system including drafting messages and responses; analysis of message responses.

Sorting and recording of FREEPOST returns

Liaison with Yvette Cooper MP and staff

Total: 750.00

Terms Strictly 30 days

Cheques:
Payable to Gordon and Phillips Words and Pictures Co Ltd

Bank transfers:

Sort Code:

Account:

Name: Gordon and Phillips Words and Pictures Co Ltd

Reference: Please use the invoice number