

Please reply to:-

Birmingham

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

442 884

By email: @parliament.uk

31 May 2015



Invoice Number:

10 May to 31 May 2015

Preparation and management of constituency consultation programme including:-

650.00

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.

Advertisement of Advice Bureaux information

Sorting and recording of FREEPOST returns

Liaison with Yvette Cooper MP and staff

Total: 650.00

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