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| --- | --- | --- |
| **Invoice to** | **Invoice from** | **Invoice Summary** |
| Fiona Steele  Treasurer  Alliance for Finance  c/o  Deputy General Secretary  Aegis the Union  1-3 Lochside Crescent, Edinburgh Park, Edinburgh EH12 9SE  Email: Fiona.Steele@aegistheunion.co.uk | ETAC HR Consultancy  The Greys, Station Road, East Tisted, Alton, Hampshire,  GU34 3QX  Phone:  +44 1420 588316/ +44 7720069383  Email: k.watts.etac@outlook.com | Invoice Number  2021.12.015  Invoice Date  1 December 2021  Payment Terms  28 days from receipt of invoice  Payment Details  K T Watts  Sort code: 30-99-71  Account No: 02097162  Lloyds Bank, UK  Reference: Please state AFF and invoice number |

|  |  |
| --- | --- |
| **Date and description of work done** | **Total for day** |
| **October 2021**  Work for AFF on: 1,3,11,15,21,24,29 October 2021  Total 9.25 hours.  Current hours worked credit as at 31 November 21 = 14.5 hours  Credit taken in November = 4.75 hours, (leaving a revised carry forward of hours worked credit into December of 9.75 hours)  Total hours charged in November = 14 hours  Charge rate - fixed rate for AFF, 2 days | £420.00 |
| **Total of invoice** | £420.00 |

Thank you

Kevin Watts

ETAC HR Consultancy