|  |  |  |
| --- | --- | --- |
| **Invoice to** | **Invoice from** | **Invoice Summary** |
| Fiona SteeleTreasurerAlliance for Financec/oDeputy General SecretaryAegis the Union1-3 Lochside Crescent, Edinburgh Park, Edinburgh EH12 9SEEmail: Fiona.Steele@aegistheunion.co.uk | ETAC HR ConsultancyThe Greys, Station RoadEast Tisted, AltonHampshireGU34 3QXPhone:+44 1420 588316/ +44 7720069383Email: k.watts.etac@outlook.com | Invoice Number2022/23.10.09Invoice Date 4 October 2022Payment Terms28 days from receipt of invoicePayment DetailsK T WattsSort code: 30-99-71Account No: 02097162Lloyds Bank, UKReference: Please state AFF and invoice number |

|  |  |
| --- | --- |
| **Date and description of work done** | **Total for day** |
| **September 2022**Work for AFF on: 13, 14, 20, 23, 28 September 2022Total 9.25 hours Charge rate - fixed rate for AFF, 2 daysTotal credit to carry forward is 12 hours from previous months.For September I will use 4.75 hours of credit for this invoice to bring it to 14 hours billed for the month. I will carry forward the remaining credit of 7.25 hours. | £420.00 |
| **Total of invoice, including expenses** | £420.00 |

Thank you

Kevin Watts

ETAC HR Consultancy