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| **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 Road, East Tisted, Alton, Hampshire, GU34 3QXPhone:+44 1420 588316/ +44 7720069383Email: k.watts.etac@outlook.com | Invoice Number2021.12.015Invoice Date 1 December 2021Payment Terms28 days from receipt of invoicePayment DetailsK T WattsSort code: 30-99-71Account No: 02097162Lloyds Bank, UKReference: Please state AFF and invoice number |

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| --- | --- |
| **Date and description of work done** | **Total for day** |
| **October 2021**Work for AFF on: 1,3,11,15,21,24,29 October 2021Total 9.25 hours.Current hours worked credit as at 31 November 21 = 14.5 hoursCredit 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 hoursCharge rate - fixed rate for AFF, 2 days  | £420.00 |
| **Total of invoice** | £420.00 |

Thank you

Kevin Watts

ETAC HR Consultancy