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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 RoadEast Tisted, AltonHampshireGU34 3QXPhone:+44 1420 588316/ +44 7720069383Email: k.watts.etac@outlook.com | Invoice Number2022/23.12.11Invoice Date 1 December 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** |
| **November 2022**Work for AFF on: 1, 16, 18, 21, 24, 25, 28 November 2022Total 10.25 hours Charge rate - fixed rate for AFF, 2 daysI have a credit of 7.25 hours of extra hours worked previous months and will use 3.75 hours for this invoice to bring it to 14 hours billed for the month. I will carry forward the remaining credit of 3.5 hours. | £420.00 |
| **Total of invoice** | £420.00 |

Thank you

Kevin Watts

ETAC HR Consultancy