



COMMUNICATIONS

To:
Lambeth Communications
Lambeth Council
Lambeth Town Hall,
Brixton Hill, Brixton SW2 1RW

6 March 2016

INVOICE L528B2

Purchase Order #220300009804

For services finalised by Paul Morris on 25 August and approved by [REDACTED] on 8 October.

- Lead Communications Team
- Design and deliver 2015-16 Budget Consultation Engagement project
- Work as Comms lead with internal and external stakeholders, including politicians, officers and local community leaders
- Oversee and deliver Communications Planning, Environmental Assessment, Objective and Identity strategy, Messaging creation, Implementation Methodology, Feedback collation and Evaluation
- Further develop Consultation Standards and Systems to completion
- Guide Residents' Regeneration Panel work as appropriate

This is in final part claim against Quotation L528B and the above purchase order for services delivered between 23 November and 18 December 2015.

Invoice total: £5,400

VAT is not payable.

Invoice payable 14 days

Bank Details: Cedarsave Communications Limited
IBAN: [REDACTED]
Acct No: [REDACTED]
Sort Code: [REDACTED]

Cedarsave Communications Ltd. 34 Graham Road, London W4 5DR

Cedarsave

COMMUNICATIONS

To: Lambeth Council
Lambeth Town Hall,
Brixton Hill, Brixton SW2 1RW

1 November 2016




INVOICE L702a

- In 2Q 2016/17, manage and deliver a full Communications Function in Harrow, deploying a client-requested nominal Head of Communications, or delegating its management appropriately, with full responsibility for Harrow's Media Relations, Social Media, Publications, Marketing, Stakeholder Engagement, Campaigns, Internal Communications and Public Affairs.
- In the pursuit of the above, manage a team of Lambeth Council employees and deploy a budget as outlined in the Harrow Contract for the deployment of other team members and consultants in related disciplines, while delivering between £1,000 and £3,000 of ancillary hired or purchased materials secured privately at preferential rates for the delivery of same provided such delivery does not benefit Cedarsave Communications nor contravene either Lambeth or Harrow Council's procurement rules.
- Deliver and source payment for sufficient Commissioned Communications work, sourced from within Harrow and externally, to ensure the function supplied to Harrow as a baseline standard breaks even and preferably delivers benefit in kind via economies of scale or similar for Lambeth Council's own communications functions and efforts.
- Deliver and source payment for a profitable Commercial Strategy for and on behalf of Lamco in Harrow with full responsibility for delivering and increasing income sourced from Harrow and externally with a view to exceeding gainshare targets as outlined in the Contract wherever possible.
- Provide advice and support up to a maximum of £1,000 in value as required to other Lamco commercial endeavours

Quote excluding VAT: £25,000.00.

VAT payable at 20%: £5,000

Quote including VAT: £30,000.00.

Cedarsave Communications Limited
34 Graham Road, London W4 5DR
IBAN: 
Acct No:  Sort Code: 
Registered VAT Number: 246 5494 80

Cedarsave

COMMUNICATIONS

To:
Lambeth Communications
Lambeth Council
Lambeth Town Hall,
Brixton Hill, Brixton SW2 1RW

8 March 2016

INVOICE L612A1

Purchase Order #220300014981

For services commissioned by  at end November 2015:

- Shape Communications Team
- Deliver a profitable Commercial Strategy for and on behalf of Lamco
- Deliver 3 campaigns, publications and internal comms as delineated in contract for services
- Improve relations with key Lamco stakeholders

£8,000 – Cedarsave Services

£3,586.90 – MailChimp email credits

£149.50 – Cowling & Wilcox event management materials

£97.37 – Amazon.co.uk event management materials




£68.72 – iStock design images

£68 – Razzaq Stationers event management materials

£44 – Radio Taxis courier service

£27 – New Century Cars courier service

Total: £12,041.49. VAT is not payable. Invoice payable 14 days
This is one of two invoices against this PO, the other being L612A3

Bank Details: Cedarsave Communications Limited
IBAN: 
Acct No: 
Sort Code: 

Cedarsave Communications Ltd. 34 Graham Road, London W4 5DR

Cedarsave

COMMUNICATIONS

To:
Lambeth Communications
Lambeth Council
Lambeth Town Hall,
Brixton Hill, Brixton SW2 1RW

18 April 2016

INVOICE L612A3

Purchase Order #220300014981

For services commissioned by [REDACTED] by at end November 2015:

- Shape Communications Team
- Deliver a profitable Commercial Strategy for and on behalf of Lamco
- Deliver 3 campaigns, publications and internal comms as delineated in contract for services
- Improve relations with key Lamco stakeholders

£15,809.01 – Cedarsave Services

£149.50 – Shutterstock photographs

This invoice completes services commissioned above and follows previous invoice L612A1, against the same PO.

Total: £15,958.51. VAT is not payable. Invoice payable 14 days

Bank Details: Cedarsave Communications Limited
IBAN: [REDACTED]
Acct No: [REDACTED]
Sort Code: [REDACTED]

Cedarsave Communications Ltd. 34 Graham Road, London W4 5DR

Cedarsave

COMMUNICATIONS

To: Lambeth Council
Lambeth Town Hall,
Brixton Hill, Brixton SW2 1RW

1 November 2016


INVOICE L701

- In 1Q 2016/17, manage and deliver a full Communications Function in Harrow, deploying a client-requested nominal Head of Communications, or delegating its management appropriately, with full responsibility for Harrow's Media Relations, Social Media, Publications, Marketing, Stakeholder Engagement, Campaigns, Internal Communications and Public Affairs.
- In the pursuit of the above, manage a team of Lambeth Council employees and deploy a budget as outlined in the Harrow Contract for the deployment of other team members and consultants in related disciplines, while delivering between £1,000 and £3,000 of ancillary hired or purchased materials secured privately at preferential rates for the delivery of same provided such delivery does not benefit Cedarsave Communications nor contravene either Lambeth or Harrow Council's procurement rules.
- Deliver and source payment for sufficient Commissioned Communications work, sourced from within Harrow and externally, to ensure the function supplied to Harrow as a baseline standard breaks even and preferably delivers benefit in kind via economies of scale or similar for Lambeth Council's own communications functions and efforts.
- Deliver and source payment for a profitable Commercial Strategy for and on behalf of Lamco in Harrow with full responsibility for delivering and increasing income sourced from Harrow and externally with a view to exceeding gainshare targets as outlined in the Contract wherever possible.
- Provide advice and support up to a maximum of £1,000 in value as required to other Lamco commercial endeavours

Total payable excluding VAT: £24,500.00.

VAT payable at 20%: £4,900

Total payable including VAT: £29,400.00.

Cedarsave Communications Limited
34 Graham Road, London W4 5DR
IBAN: 

Registered VAT Number: 246 5494 80

Invoice

Cedarsave Communications Ltd

**34 Graham Road
London
W4 5DR
United Kingdom**

Invoice Date : 16-01-2017
Invoice Number : L703
Order Number: 220300022882

Delivery To :
London Borough of Lambeth
PO Box 304
Sheffield
S95 1AN
United Kingdom

Currency: GBP

PO Number	PO Line Number	Product Code	Product Description	Quantity	Unit	Unit Price	Adjustments	Tax Value	Value (exc. VAT)
220300022882			Communications Services	1	1	15,500.00	(Discount) 0.00 (Charge) 0.00	3100.00 @20%	15500.00

Invoice Address:
London Borough of Lambeth
PO Box 304
203
Sheffield
S95 1AN
United Kingdom

Sub Total	15500.00
Discount:	
Charge:	
VAT	3100.00
Invoice Total (inc. VAT,Discounts,Charges)	18600.00