



# OVERDUE INVOICE

London Borough of Lambeth  
Business Growth and Regeneration - Delivery London  
Borough of Lambeth  
7th Floor International House  
6 Canterbury Crescent  
London  
SW9 7QE

**Invoice Date**  
9 Mar 2016

**Invoice Number**  
INV 0434

**Reference**  
PO 220300015916

**VAT Number**  
893830388

NewmanFrancis Ltd  
18 Lorne Road  
Forest Gate  
London E7 0LJ

Description	Quantity	Unit Price	VAT	Amount GBP
Inception Meeting (RA/REP) during Nov 2015	3.00	78.00	20%	234.00
Inception Meeting (RA/REP) during Nov 2015	3.00	78.00	20%	234.00
Client meeting during Nov 2015	3.00	65.00	20%	195.00
Desktop research/estate profiling during Dec 2015	4.00	65.00	20%	260.00
2 x RA meetings during Dec 2015	12.25	65.00	20%	796.25
Newsletter during Dec 2015	9.00	35.00	20%	315.00
Newsletter printing during Dec 2015	2.00	35.00	20%	70.00
Newsletter distribution during Dec 2015	6.00	35.00	20%	210.00
Drop in sessions during Dec 2015	4.00	65.00	20%	260.00
Outreach preparation during Dec 2015	2.00	35.00	20%	70.00
1 x Public Meeting (TRA AGM) during Dec 2015	4.50	78.00	20%	351.00
1 x Public Meeting (TRA AGM) during Dec 2015	4.50	65.00	20%	292.50
1 x Masterplanners interviews (attendance) during Dec 2015	5.25	65.00	20%	341.25
Internal project management meetings during Dec 2015	2.00	78.00	20%	156.00
Internal project management meetings during Dec 2015	2.00	65.00	20%	130.00
Internal project management meetings during Dec 2015	2.00	35.00	20%	70.00
Project management / client liaison during Dec 2015	4.00	78.00	20%	312.00
Project management / client liaison during Dec 2015	8.25	65.00	20%	536.25
RA/REP Meeting (inc prep) during Jan 2016	8.50	65.00	20%	552.50
RA/REP Meeting (inc prep) during Jan 2016	4.00	35.00	20%	140.00

<b>Description</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>VAT</b>	<b>Amount GBP</b>
RA/REP liaison during Jan 2016	6.50	65.00	20%	422.50
Design Community Survey during Jan 2016	3.50	35.00	20%	122.50
Community outreach activities (survey) during Jan 2016	17.50	35.00	20%	612.50
Project administration (preparation for public meetings and forums) during Jan 2016	6.75	35.00	20%	236.25
Project team meetings (internal) during Jan 2016	3.00	78.00	20%	234.00
Project team meetings (internal) during Jan 2016	3.00	65.00	20%	195.00
Project team meetings (internal) during Jan 2016	3.00	35.00	20%	105.00
Project Management (report, monitoring client liaison) during Jan 2016	4.50	65.00	20%	292.50
Resident database collation during Jan 2016	4.00	35.00	20%	140.00
1 x Public meeting (all residents) during Feb 2016	4.00	65.00	20%	260.00
1 x Public meeting (all residents) during Feb 2016	7.00	35.00	20%	245.00
Publicity (including printing) during Feb 2016	2.00	35.00	20%	70.00
Publicity (including printing) during Feb 2016	2.00	35.00	20%	70.00
Distribution of publicity during Feb 2016	7.00	35.00	20%	245.00
Community Outreach (survey) continues during Feb 2016	14.50	35.00	20%	507.50
2 Technical workshops during Feb 2016	4.00	78.00	20%	312.00
2 Technical workshops during Feb 2016	8.00	65.00	20%	520.00
LBL communications meeting (ITLAs) during Feb 2016	3.00	65.00	20%	195.00
RA/REP liaison during Feb 2016	2.00	65.00	20%	130.00
Stakeholder contact during Feb 2016	4.00	65.00	20%	260.00
Resident database collation during Feb 2016	2.00	35.00	20%	70.00
Project (internal) team meeting during Feb 2016	3.00	78.00	20%	234.00
Project (internal) team meeting during Feb 2016	3.00	65.00	20%	195.00
Project (internal) team meeting during Feb 2016	3.00	35.00	20%	105.00
Monitoring & evaluation during Feb 2016	2.00	35.00	20%	70.00
Project Management (report, monitoring client liaison) during Feb 2016	6.00	65.00	20%	390.00
Project Administration (including compiling FAQs) during Feb 2016	4.00	65.00	20%	260.00
Project Administration (including compiling FAQs) during Feb 2016	4.00	35.00	20%	140.00

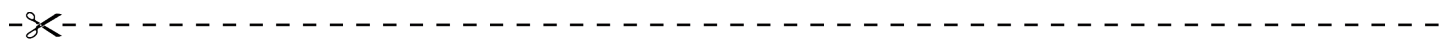
Description	Quantity	Unit Price	VAT	Amount GBP
Project Administration (including compiling FAQs) during Feb 2016	3.00	35.00	20%	105.00
Additional Work re complaint during Feb 2016	9.50	65.00	20%	617.50
Travel Costs to the End Feb 2016	21.00	7.60	20%	159.60
			Subtotal	13,046.60
			TOTAL VAT 20%	2,609.32
			<b>TOTAL GBP</b>	<b>15,655.92</b>

**Due Date: 23 Mar 2016**

Payment should be made within 14 days of this invoice. NewmanFrancis Ltd regrets that interest of 12.5% will be added to fees that are not paid within this period (Late Payment of Commercial Debts (Interest) Act 1998).

PAYMENT IS DUE WITHIN 14 DAYS

NewmanFrancis Limited, Registered Office: 18 Lorne Road, London E7 0LJ  
Registered in England and Wales:  
Company Number 05837606  
VAT Registration No. 893 8303



# PAYMENT ADVICE

To: NewmanFrancis Ltd

<b>Customer</b>	London Borough of Lambeth
<b>Invoice Number</b>	INV 0434
<b>Amount Due</b>	<b>15,655.92</b>
<b>Due Date</b>	23 Mar 2016
<b>Amount Enclosed</b>	

Enter the amount you are paying above