



# 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**  
17 Nov 2016

**Invoice Number**  
INV 0505

**Reference**  
PO 220300015916

**VAT Number**  
893830388

NewmanFrancis Ltd  
18 Lorne Road  
Forest Gate  
London E7 0LJ

Description	Quantity	Unit Price	VAT	Amount GBP
RA/REP meeting during Oct 2016	4.00	65.00	20%	260.00
RA/REP meeting during Oct 2016	4.00	35.00	20%	140.00
RA/REP liaison during Oct 2016	7.00	65.00	20%	455.00
RA/REP liaison during Oct 2016	7.00	35.00	20%	245.00
Project Team meeting during Oct 2016	4.00	65.00	20%	260.00
Project Team meeting during Oct 2016	4.00	35.00	20%	140.00
Project internal team meeting Oct 2016	3.00	78.00	20%	234.00
Project internal team meeting Oct 2016	3.00	65.00	20%	195.00
Project internal team meeting Oct 2016	3.00	35.00	20%	105.00
Project Management (report, monitoring client liaison) during Oct 2016	7.00	65.00	20%	455.00
Project Administration (including compiling FAQs) during Oct 2016	4.00	35.00	20%	140.00
Work on the resident database during Oct 2016	2.00	35.00	20%	70.00
Travel costs during Oct 2016	6.00	7.60	20%	45.60
			Subtotal	2,744.60
			TOTAL VAT 20%	548.92
			<b>TOTAL GBP</b>	<b>3,293.52</b>

**Due Date: 30 Nov 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. 893830388



## PAYMENT ADVICE

To: NewmanFrancis Ltd  
18 Lorne Road  
Forest Gate  
London E7 0LJ

<b>Customer</b>	London Borough of Lambeth
<b>Invoice Number</b>	INV 0505
<b>Amount Due</b>	<b>3,293.52</b>
<b>Due Date</b>	30 Nov 2016
<b>Amount Enclosed</b>	Enter the amount you are paying above