

Mrs Karen Smith
Staverton Parish Council
1 James Close
Plymouth
Devon
PL9 8PX

Our ref DV0333
SAAA ref SB08009
Invoice no: SB20193414

VAT no: GB 440 4982 50

Email sba@pkf-littlejohn.com

24 September 2019

INVOICE

Professional services rendered in connection with the following:

Limited assurance review of Annual Governance & Accountability Return for year ended 31 March 2019	£400.00
Additional charges (where applicable) as detailed on attached appendix A	£0.00
Additional fees (where applicable) as detailed by separate cover	£0.00
TOTAL NET	£400.00
VAT @ 20%	£80.00
TOTAL PAYABLE	£480.00

PAYMENT IS DUE ON RECEIPT OF INVOICE

**For payments by cheque, please return the remittance advice with your payment to:
PKF Littlejohn LLP, Credit Control (SBA), 2nd Floor, 1 Westferry Circus, Canary Wharf,
London E14 4HD**

For payments by credit transfer, our bank details are:-

**HSBC Bank plc Sort Code: 40-02-31
Account number: 11070797
Account Name: PKF Littlejohn LLP
Please include DV0333 or Staverton Parish Council as the reference.**

For account queries, contact creditcontrol@pkf-littlejohn.com.