



GPC International
Public Affairs & Communications

14 Charlotte Square
Edinburgh
Scotland
EH2 4DJ

Tel: +44 (0)131 226 2102
Fax: +44 (0)131 225 9859
www.gpcinternational.com

Katherine Russell
Office of:
The Water Industry Commissioner for Scotland
Ochil House
Springkerse Business Park
Stirling
FK7 7XE

11 November 2003

Dear Katherine

Media Training Follow-up

I am being very cheeky and sending you the invoice for the second media training day which we are still trying to find a date for.

We agreed the basics including fees back in June and I have committed to our external trainer (and the BBC) on the basis of the two days to save you on some of the costs. But if I don't get our invoice into the system within six months then the costs cannot be guaranteed!

Hope this is OK and that we can get our second day in the diary soon.

With good wishes,

Yours sincerely

Devin S Scobie
Director, Scotland

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Katherine Russell
Head of Corporate Affairs
Water Industry Commissioner for Scotland
Ochil House
Springkerse Business Park
Stirling
FK7 7XE

31 October 2003

Invoice Number: S0239/03

Fee as agreed by e-mail in June 2003 for the second (full team) media skills training day inclusive of all fees and costs. Date to be arranged at BBC Studios, Glasgow.

£

2,600.00

VAT @ 17.5%
Total

2,600.00

455.00

3,055.00

VAT No 446 9210 42
Terms: 30 Days
E&OE

For all invoice queries please contact Claire Gourlay on 0131 226 2102