



Record Searches Policy

It is suggested you store invoices in a safe place in case you need them in the future. However, I am sometimes asked to supply back records, for tax purposes, for example. Producing these records is possible but is very time consuming and adds to an already heavy admin load. I will produce the records as quickly as possible, hopefully within a week or so.

An admin charge of £10 per hour for the time spent will be applied to your next invoice. This will include the cost of paper and printing.