



# Communications Allowance

## Direct payment of suppliers

**When to use this form**

Use this form to ask us to pay your suppliers for goods and services incurred on your Parliamentary duties.

**About filling in this form**

For details of costs you can claim for please refer to booklet on Communications Allowance.  
If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

### Your details

Name  
in CAPITAL LETTERS

ALAN DUNCAN

Constituency

RUTLAND & MELTON

Office use only      Cost 

### Claim details

*You can only request  
Please ensure*

payment to suppliers for goods and services directly relating to Communications Allowance.  
you attach all supplier invoices.

Period of claim      from 26 / 2 / 08 to 26 / 2 / 08      Allowance year      07 / 08

Suppliers

Amount

<u>FROM WEB SERVICES</u>	£ <u>500</u> . <u>00</u> p
_____	£ _____ . _____ p
_____	£ _____ . _____ p
_____	£ _____ . _____ p
_____	£ _____ . _____ p
_____	£ _____ . _____ p
_____	£ _____ . _____ p
_____	£ _____ . _____ p



### Authorisation and declaration

I confirm that the payments requested are in respect of costs incurred wholly, exclusively in the performance of my Parliamentary duties.

Signature



MP

Date

3.4.08

**Data protection**

The House of Commons Administration will process the information you provide on this form for the purpose of administering and accounting for the Members' Estimate, making payments and keeping records in accordance with the rules agreed by the House of Commons and the HM Revenue & Customs. The information will also be disclosed to the National Audit Office for audit purposes. The information may also be used within the House of Commons Administration or by its agents for the purpose of business analysis or research.

For the purposes of the Freedom of Information Act 2000 the House of Commons Administration is a Public Authority and therefore the information it holds will fall within the scope of that Act.

Under the Data Protection Act 1998, you have the right to see and receive a copy of any personal data that the House of Commons Administration holds about you. If you have questions about the contents of this notice or how your information is handled or about your rights under the Data Protection Act 1998, please call our Data Protection Officer on 020 7219 2032, who acts on behalf of the Data Controller (the Clerk of the House).

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**Send your completed form to**

Validation Team, Operations Directorate,  
Department of Finance & Administration, House of Commons, London SW1AA

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**Office use only**

Initials / Date

Validation completed

Comments



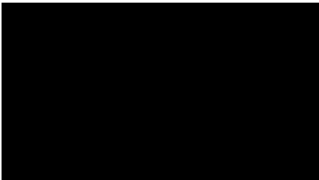
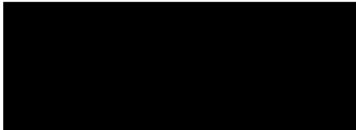
# INVOICE

<b>Customer Name</b>	Alan Duncan		
<b>Company</b>	Alan Duncan MP		
<b>Billing Address</b>	Alan Duncan MP	<b>Invoice No.</b>	[Redacted]
	[Redacted]	<b>Order No.</b>	
		<b>Order Date</b>	

Item No.	Description	Price	Paid
1	Website redesign work.	£500.00	

<b>Total</b>	£500.00	
<b>Total now payable</b>	£500.00	

Please make payments to





**Communications Allowance**  
**Direct payment of suppliers**

020 7219 7333

ComMS2  
page 1 of 2

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**Your details**

Name  
in CAPITAL LETTERS

ALAN DUNCAN

Constituency

RUTLAND & MELTON

Office use only

**Claim details**

You can only request  
Please ensure

payment to suppliers for goods and services directly relating to Communications Allowance.  
you attach all supplier invoices.

Period of claim

from 28 / 3 / 08 to 28 / 3 / 08

Allowance year

07 / 08

Suppliers

Amount

ROYAL MAIL DOOR TO DOOR

£ 1,258.30 pV

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

£ 1,258.30 ✓

**Authorisation and declaration**

I confirm that the payments requested are in respect of costs incurred wholly, exclusively and necessarily in the performance of my Parliamentary duties.

Signature

MP

Date

3.4.08



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Department of Finance & Administration, House of Commons, London SW1AA

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Initials / Date

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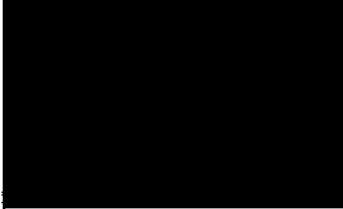
CONTRACT PREFACE  
ROYAL MAIL DOOR TO DOOR



1. Customer Name and Address:

2. Registered Office (if different from Customer):

Alan Duncan MP



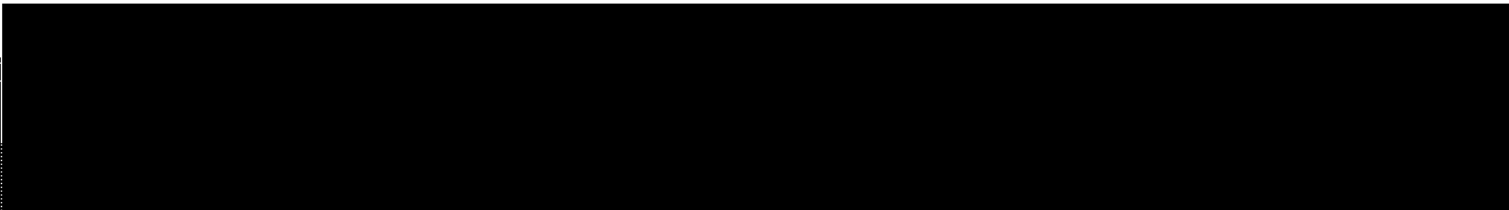
[Empty box for Registered Office information]



4. Contract Number: [Redacted]

ACCOUNT NUMBER - [Redacted]

5. This Contract is effective from 19-May-08 to 04-Jul-08 and may contain more than one Delivery Period. A Delivery Period is a delivery by Royal Mail of items for the customer in a five day period starting on a Monday and ending on a Friday, where these are working days.



8. The total number of items in this contract is 34954 and the total contract charge is £1,258.30.