



**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

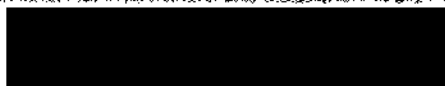
SIR HELEN HASELHURST

Constituency

SAFFRON WALDEN

Office use only

Costs



**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 1 / 4 / 08 to 30 / 4 / 08

Allowance year

07 / 08 ✓

Suppliers

Amount

Office use only

Allow. / Supp ID / Exp Type

MP Services

Vouchers

£ 2,515 : 99 p ✓

MP Services

Vouchers

£ 2,535 : 00 p ✓

£ : p

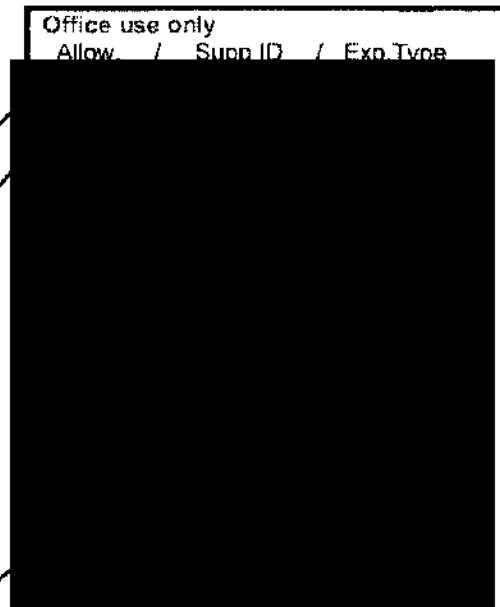
£ : p

£ : p

£ : p

£ : p

£ 5,050 : 99 p ✓



2

**Authorisation and declaration**

I confirm  
exclusively

are in respect of costs incurred wholly,  
performance of my Parliamentary duties.

Signature

[Redacted Signature]

MP

Date

28 / 4 / 08

MKT

**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.

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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



The Rt Hon Sir Alan Haselhurst MP




Number: 


Account: 

Date: 28 March 2008

### Orders

Order	Quantity	Product	VAT	Price
	34000	- MP Annual Reports	Nov08	£0.00 £2,335.00

### Additional Costs

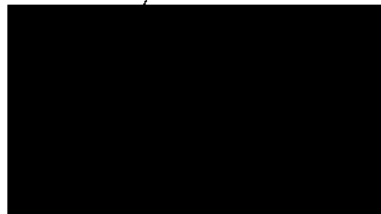
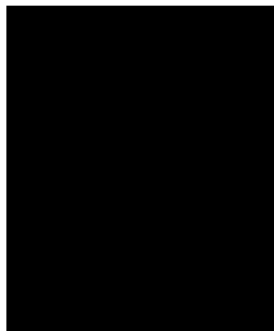
Order	Cost Description	VAT	Price
	Dispatch from printer	£0.00	£200.00

Total (excl): £2,535.00

VAT: £0.00

**TOTAL £2,535.00**

Approved by QA  
01/04/08



Payment due by return

VAT REG Number: 240 2057 14

*Service that delivers*

## invoice

The Rt Hon Sir Alan Haselhurst MP

Number: [REDACTED]

Account: [REDACTED]

Date: 28 March 2008

### Orders

Order	Quantity	Product	VAT	Price
[REDACTED]	33643	- MP Annual Reports <i>Apr08</i>	£0.00	£2,315.99

### Additional Costs

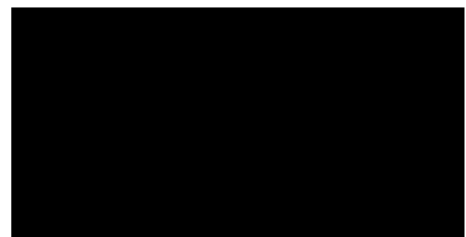
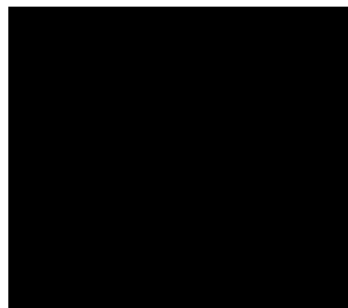
Order	Cost Description	VAT	Price
[REDACTED]	Dispatch from printers	£0.00	£200.00

Total (excl): £2,515.99

VAT: £0.00

**TOTAL £2,515.99**

Approved by QA  
01/04/08



Payment due by return

VAT REG Number: 240 2057 14

*Service that delivers*



# Communications Allowance

## Direct payment of suppliers

14 Nov 2007

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 If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

### Your details

Name in CAPITAL LETTERS SIR ALAN HASELHURST  
Constituency SAFFRON WALDEN  
 Office use only       Costs

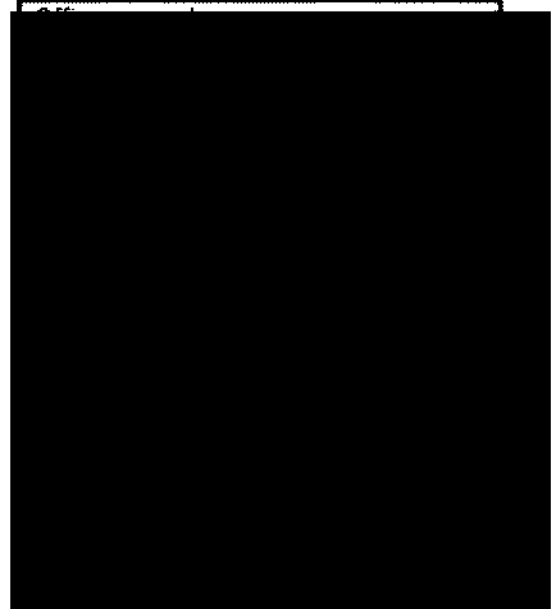
### Claim details

*You can only request*  payment to suppliers for goods and services directly relating to Communications Allowance.  
*Please ensure* you attach all supplier invoices.

Period of claim from 5 / 11 / 07 to   /  /   Allowance year 07 / 08 ✓

Approved 17/10/07

Suppliers	Amount
MP Services (Voucher)	£ 2,727 : 88 p
	£ : p
	£ : p
	£ : p
	£ : p
	£ : p
	£ : p
	£ : p
	£ : p



### Authorisation and declaration

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

Signature [Redacted] MP Date 9/11/07

**Data protection**

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**Send your completed form to**

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

**Office use only**

Initials / Date

Validation completed

**Comments**

Sent to fees office  
10/11/07

# MPServices

## invoice



The Rt Hon Sir Alan Haselhurst MP ✓



Number: [redacted] ✓

Account: [redacted]

Date: 05 November 2007 ✓



### Orders

Order	Quantity	Product		VAT	Price
[redacted]	39500	- MP Annual Reports	Nov07	£0.00	£2,627.88

### Additional Costs

Order	Cost Description	VAT	Price
[redacted]	Dispatch from printers	£0.00	£100.00

Total (excl): £2,727.88

VAT: £0.00

**TOTAL** £2,727.88 ✓



22 NOV 2007

Payment due by return

VAT REG Number: 240 2057 14

Service that delivers



Direct payment of suppliers

2

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Name in CAPITAL LETTERS

SIR ALAN HASELKURST

Constituency

SAFFRON WALDEN

Office use only

Costs

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 15 / 9 / 07

to / /

Allowance year

07 / 08

Suppliers

Amount

T.N.T. Post (Dorland Media) Ltd

£ 1,581.83 p

(Delivery of Westminster Report) - Voucher

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

Office use only

Authorisation and declaration

I confirm that the [redacted] are in respect of costs incurred wholly, exclusively and [redacted] performance of my Parliamentary duties.

Signature

[redacted]

MP

Date

21/10/07

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Initials / Date

Validation  
completed

Comments

# INVOICE



post

To  
Rt Hon Sir Alan Haselhurst

Invoice Date : 18/09/2007

Invoice Number : [REDACTED]  
Account Number : [REDACTED] / GB  
Contract Number : [REDACTED]  
Commencing Date : 19/11/2007

For the attention of

Service	Cost	VAT Rate %	VAT
Method of Distribution : Royal Mail Item Title : MP Services - Saffron Walden			
<b>Total Distribution Cost</b> (1). 32,615 Leaflets @ £48.50/1000	£1,581.83	0.00%	£0.00
Royal Mail Contract Number [REDACTED]	[REDACTED]		
<b>Special conditions :</b> Advance payment required 14 days prior to distribution commencing.	<b>TOTAL COST</b>		£1,581.83
	<b>VAT @ 0.00%</b>		£0.00
	<b>TOTAL CHARGE</b>		£1,581.83