



**Communications Allowance**  
**Member's reimbursement form**

**When to use this form**  Use this form to ask us to reimburse you for costs you have 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

ANDY REED

Constituency

LOUGHBOROUGH

**Office use only**

Cost

**Claim details**

You can only claim for  costs you have actually paid.

Please ensure  you attach all receipts or invoices for items of £250 and above.

Period of claim from 1 / 03 / 08 to 31 / 03 / 08 Allowance year 07/08 ✓

**Office use only**

Allow. / Exp. Type (cat5)

Description of service or goods	Amount
+ Royal Mail Door to Door	£ <del>221.58</del> <u>221.58</u> p ✓
Parcelforce Delivery	£ 119.19 p
+ Royal mail	£ 150.74 p ✓
Royal mail	£ 108.04 p ✓
Royal mail	£ 170.87 p ✓
	£ : p
	£ : p

Total

£ 770.42 p ✓

**Authorisation and declaration**

I claim reimbursement of these costs which I incurred wholly, exclusively and necessarily in the performance of my Parliamentary duties.

Signature

MP

Date

10.4.08

**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.

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**Send your completed form to**

Validation Team, Operations Directorate,  
Department of Finance & Administration, House of Commons, London SW1A 0AA

**Office use only**

Initials / Date

Input subtotals per Cat 5

Validation completed

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	£
	£

**Comments**



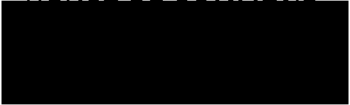
Invoice number [redacted]

Invoice date  
**12 Feb 2008**

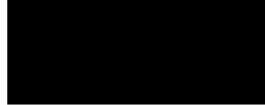
Page  
**1** of 1

# Invoice

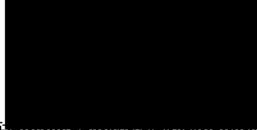
To  
**ANDY REED MP**



Account held at  
**ANDY REED MP**



Customer account number



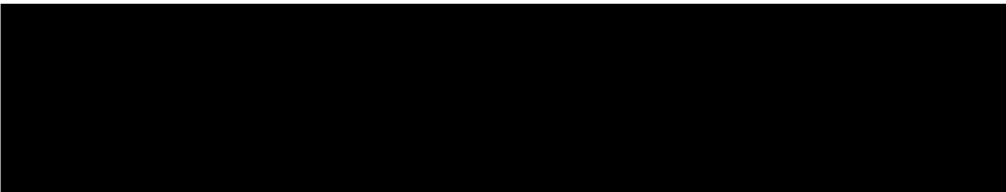
Terms  
**10 days**

Please pay by  
**22 Feb 2008**

Docket no.	Posting date Postage	Supplier's ref. Contract no.	Product	Service Quantity	Weight(kg)	Unit cost (£)	Net Value	Vat
[redacted]				DOOR TO DOOR 6,331			221.58	E
				8331 ITEMS AT 3.500 PENCE				

Total Net	221.58
Total VAT	E = exempt 0.00
<b>Total</b>	<b>221.58</b>





Invoice number [redacted]

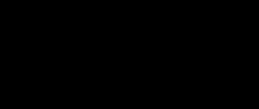
Invoice date  
**25 Feb 2008**

Page  
1 of 1

# Invoice

To  
ANDY REED MP

Account held at  
ANDY REED MP



Customer account number



Terms  
10 days

Please pay by  
**06 Mar 2008**

Docket no.	Posting date Postal	Sender ref. Contract no.	Format	Service Quantity	Weight(kg)	Unit cost (£)	Net value	VAT
[redacted]				DOOR TO DOOR 4,307 4307 ITEMS AT 3.500 PENCE			150.74	E

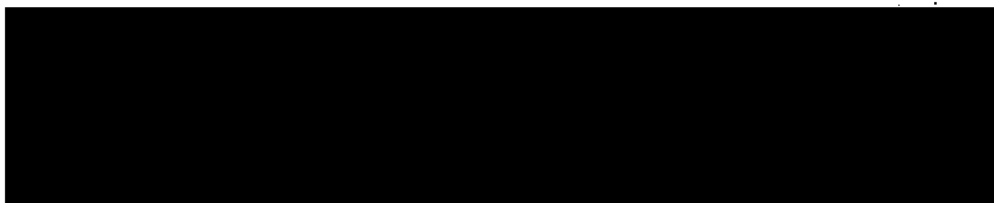
Total Net 150.74

Total VAT E = exempt 0.00

Total 150.74

pd 28.2.08





Invoice date  
**03 Mar 2008**

Page  
**1** of 1

# Invoice

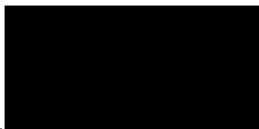
To  
**ANDY REED MP**



Account held at  
**ANDY REED MP**



Customer account number



Terms  
**10 days**

Please pay by  
**13 Mar 2008**

Packet no	Posting date Postal	Sender's ref. Contract no	Format	Service Quantity	Weight(kg)	Unit cost (£)	Net value	VAT
				<b>DOOR TO DOOR</b>			108.04	E
				3,087				
				3087 ITEMS AT 3.500 PENCE				

Total Net **108.04**

Total VAT **0.00** E = exempt

Total **108.04**



*pd 5.3.08*





Invoice date  
**17 Mar 2008**  
 Page  
**1** of 1

# Invoice

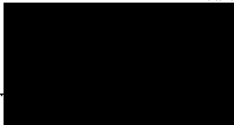
To  
**ANDY REED MP**



Account held at  
**ANDY REED MP**



Customer account number



Terms  
**10 days**

Please pay by  
**27 Mar 2008**

Docket no.	Posting date Poster	Order's ref. Contract no.	Format	Service Quantity	Weight(kg)	Unit cost (£)	Net value	VAT
				DOOR TO DOOR			170.87	E
				4,882				
				4882 ITEMS AT 3.500 PENCE				

Total Net		170.87
Total VAT	E = exempt	0.00
<b>Total</b>		<b>170.87</b>

*pd 28.3.08*





Communications Allowance
Direct payment of suppliers

16 APR 2008

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

ANDY REED

Constituency

LOUGH BOROUGH

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 1/05/08 to 31/03/08

Allowance year

07/08

Suppliers

Amount

AP New Spdne

X1

M and 3 PRINT

£ 2329.17 p✓

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

£ 2329.17 ✓

Office use only

Allow. / Supp ID / Exp.Type

Authorisation and declaration

I confirm that the above information is true and correct in respect of costs incurred wholly, exclusively and necessarily for the performance of my Parliamentary duties.

Signature

MP

Date

10.4.08

**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.

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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

INVOICE NO [REDACTED]

**M  
A  
N  
D  
A  
B**  
**PRINT**

To:

[REDACTED]  
Andy Reed MP  
[REDACTED]

[REDACTED]

# INVOICE

DATE: 31.03.2008

£ | p

40000 A4 Annual Reports 2008

1858 | 00

Artwork included

Carriage

401 | 00

[REDACTED]

[REDACTED]

[REDACTED]

TOTAL: 2259 | 00

17½% on £401

VAT %: 70 | 17

AMOUNT DUE: 2329 | 17

[REDACTED]

[REDACTED]

INVOICE NO



**M  
AND  
B**  
PRINT

To:

Andy Reed MP



# INVOICE

DATE: 31.03.2008

	£	p
40000 A4 Annual Reports 2008	1858	00
Artwork included		
Carriage	401	00
<b>TOTAL:</b>		2259 00
VAT %:	70	17
<b>AMOUNT DUE:</b>	2329	17

17½% on £401

*claimed 10.4.08*





Communications Allowance

Comms1

page 1 of 2

Member's reimbursement form

- 4 MAR 2008

When to use this form

Use this form to ask us to reimburse you for costs on your Parliamentary duties.

About filling in this form

For details of costs you can claim for please refer to the Comms1 Handbook. If you have any doubt about whether you can claim for a cost, please call 020 7219 1000.

Your details

Name in CAPITAL LETTERS

ANDY REED

Constituency

LOUGHBOROUGH

Office use only

Costs

Claim details

You can only claim for costs you have actually paid.

Please ensure you attach all receipts or invoices for items of £250 and above.

Period of claim from 1 / 2 / 08 to 29 / 2 / 08 Allowance year 10 / 12

Description of service or goods	Amount
Postage - service	£ 150 : 74 p
" "	£ 221 : 58 p
MP Advert on Student Year Planner	£ : p
	£ 146 : 88 p
	£ : p
	£ : p
	£ : p

Office use only

Allow. / Exp. Type (cat5)

Total

£ 519 : 20 p

Authorisation and declaration

I claim reimbursement of these costs which I incurred wholly, exclusively and necessarily on my Parliamentary duties.

Signature

MP

Date

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Send your completed form to

Validation Team, Operations Directorate,  
Department of Finance & Administration, House of Commons, London SW1A 0AA

**Office use only**

Initials / Date

Input subtotals per Cat 5

Validation completed

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£
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£
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**Comments**

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Invoice number  
[Redacted]

Invoice date  
**12 Feb 2008**

Page  
**1** of 1

# Invoice

To  
**ANDY REED MP**

Account held at  
**ANDY REED MP**

Customer account number  
[Redacted]

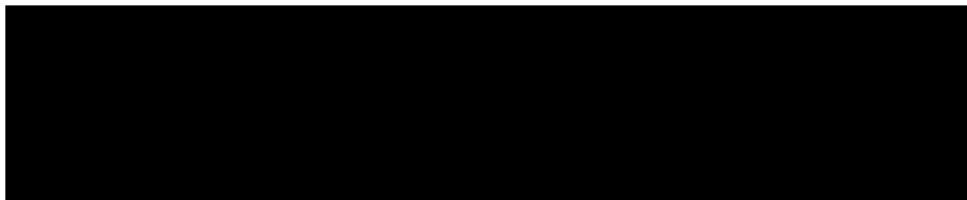
Terms  
**10 days**

Please pay by  
**22 Feb 2008**

Docket no.	Posting date Poster	Sender's ref. Contract no.	Format	Service Quantity	Weight (kg)	Unit cost (£)	Net value	VAT
[Redacted]	[Redacted]	[Redacted]	[Redacted]	DOOR TO DOOR 6,331			221.58	E
				6331 ITEMS AT 3.500 PENCE				

Total Net	221.58
Total VAT	E = exempt 0.00
<b>Total</b>	<b>221.58</b>

*per 20.2.08*



Invoice number  
 Invoice date  
**25 Feb 2008**  
 Page  
 1 of 1

# Invoice

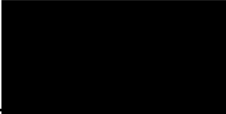
To  
 ANDY REED MP



Account held at  
 ANDY REED MP



Customer account number



Terms  
 10 days  
 Please pay by  
**06 Mar 2008**

Docket no.	Posting date Poster	Sender's ref. Contract no.	Format	Service Quantity	Weight (kg)	Unit cost (£)	Net value	VAT
				DOOR TO DOOR 4,307 4307 ITEMS AT 3.500 PENCE			150.74	E

Total Net	150.74
Total VAT	E = exempt 0.00
<b>Total</b>	<b>150.74</b>

*pd 28.2.08*





**Communications Allowance**  
**Member's reimbursement form**

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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 ANDY REED  
**Constituency** LOUGHBOROUGH

**Office use only**  
**Costs**

**Claim details**

*You can only claim for*  costs you have actually paid.  
*Please ensure*  you attach all receipts or invoices for items of £250 and above.

**Period of claim** from 1 / 12 / 07 to 30 / 12 / 07 **Allowance year** 9 / 07

Description of service or goods	Amount	Office use only	
		Allow.	Exp. Type (cat5)
M+B Post office Consultation	£ 568 : 00 p		
M+B Westminster news	£ 448 : 00 p		
Loughborough SU - advert	£ 352 : 50 p		
ATS Surgery Advertising	£ 198 : 50 p		
	£ : p		
	£ : p		
	£ : p		
<b>Total</b>	<b>£ 1267 : 00 p</b>		

*unseen 11/01/08*

*JAN 2008*

*16/1*

**Authorisation and declaration**

I claim reimbursement of these costs which I incurred wholly, exclusively and necessarily on my Parliamentary duties.

**Signature** [Redacted] **MP** **Date** 4 / 1 / 08

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Send your completed form to

Validation Team, Operations Directorate,  
Department of Finance & Administration, House of Commons, London SW1A 0AA

**Office use only**

Initials / Date

Validation completed

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Input subtotals per Cat 5

£

£

**Comments**

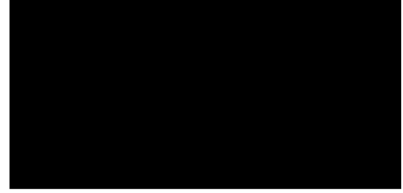
INVOICE NO



To:

**M  
AND  
B  
PRINT**

Loughborough Labour Party



# INVOICE

DATE: 30.11.2007

£ p

3000 1 col Flyers Post Office Letters

118 00

3000 " "

148 00

600 Flyers

56 00

3600 Envelopes

246 00

TOTAL:

568 00

VAT %:

AMOUNT DUE:

568 00



21 14-12-07

**SALES INVOICE**

Andy Reed MP



INVOICE No.	[REDACTED]
INVOICE/TAX DATE	30/11/2007
ORDER No.	
ACCOUNT No.	[REDACTED]

Details	Net Amount	VAT Rate	VAT														
Full page colour advert in Label magazine - 2nd November 2007	300.00	17.50	52.50														
<table border="1"> <thead> <tr> <th>Tax Rate</th> <th>Goods</th> <th>VAT</th> </tr> </thead> <tbody> <tr> <td>17.50</td> <td>300.00</td> <td>52.50</td> </tr> </tbody> </table>		Tax Rate	Goods	VAT	17.50	300.00	52.50	<table border="1"> <tbody> <tr> <td>Total Net</td> <td>300.00</td> </tr> <tr> <td>Carriage</td> <td>0.00</td> </tr> <tr> <td>Total VAT</td> <td>52.50</td> </tr> <tr> <td>Invoice Total</td> <td>352.50</td> </tr> </tbody> </table>		Total Net	300.00	Carriage	0.00	Total VAT	52.50	Invoice Total	352.50
Tax Rate	Goods	VAT															
17.50	300.00	52.50															
Total Net	300.00																
Carriage	0.00																
Total VAT	52.50																
Invoice Total	352.50																

*pd 11.12.07*

**PAYMENT TERMS: 28 DAYS NET**  
 E&OE



**Communications Allowance**  
**Member's reimbursement form**

09 NOV 2007

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**Your details**

Name ANDY REED  
in CAPITAL LETTERS  
Constituency LOUGHBOROUGH

Office use only  
Costs

**Claim details**

You can only claim for  costs you have actually paid.  
Please ensure  you attach all receipts or invoices for items of £250 and above.

Period of claim from 1 / 10 / 07 to 31 / 10 / 07 Allowance year 10 / 07

Description of service or goods	Amount
Banner links x 2	£ 423.00 p
Advertising (annual)	£ 450.00 p
	£ : p
	£ : p
	£ : p
	£ : p
	£ : p

Office use only  
Allow. / Exp. Type (cat5)

Total **£ 873 : 00 p**

**Authorisation and declaration**

I claim reimbursement of these costs which I incurred wholly, exclusively and necessarily in the performance of my Parliamentary duties.

Signature [Redacted] MP Date 5/11/07





DESIGN & PRINT

Graphic Design & Printing

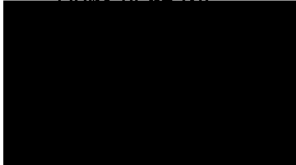
design

print

# Invoice

DW Graphic Design Ltd. 170 Derby Road, Stapleford, Nottingham NG9 7AY

Accounts Payable  
Andy Reed MP



Invoice Number	[Redacted]
Invoice Date	11/10/2007
Customer Order Number	See below
Payment Due Date	10/11/2007

Page 1 of 1

Description	Amount
-------------	--------

### Banner units x 2 kinds

We to design ONE banner, on approval...

- Print 2 banners on to vinyl 2140 x 800mm

- Two x 800mm width roller banner units, in anodised silver, including carry bag

Client Ref:	Quantity	Price	VAT	Total
	2	£360.00	£63.00	£423.00

Comment:

Terms:

Payment due Strictly 30 DAYS from date of invoice unless previously agreed in writing.

DW reserve the right to charge interest at 4% over base rate on all overdue balances

Sub-Total	£360.00
VAT	£63.00
<b>Total Due</b>	<b>£423.00</b>

Please make all cheques payable to:  
DW Graphic Design Ltd.

*pd* 12-10-07

**Birstall RFC/Longslade  
Community College**

Birstall RFC  
Longslade Community College



BIRSTALL RFC  
LEICESTERSHIRE

2007/11/05

DATE: NOVEMBER 5, 2007

TO:  
Andy Reed MP

SHIP TO:

**COMMENTS OR SPECIAL INSTRUCTIONS:**

SALESPERSON	P.O. NUMBER	REQUISITIONER	SHIPPED VIA	F.O.B. POINT	TERMS

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
Annual Advert	Advertising for Andy Reed MP - match programming "Andy Reed MP [REDACTED]		£450

SUBTOTAL	
SALES TAX	
SHIPPING & HANDLING	
TOTAL DUE	£450.00

*pd out of*



Communications Allowance

Comms1

page 1 of 2

Member's reimbursement form

15 Oct 2007

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Your details

Name in CAPITAL LETTERS

ANDY REED

Constituency

LOUGHBOROUGH

Office use only

Costs

Claim details

You can only claim for costs you have actually paid.

Please ensure you attach all receipts or invoices for items of £250 and above.

Period of claim from 1/09/07 to 30/09/07 Allowance year 6/07

Table with 2 columns: Description of service or goods, Amount. Row 1: Foamer Sign 'Andy Reed MP for L'boro, £ 47 : 00 p

Total £ 47 : 00 p

Office use only Allow. / Exp. Type (cat5)

Authorisation and declaration

I claim reimbursement of these costs which I incurred wholly, exclusively and necessarily on my Parliamentary duties.

Signature

MP

Date

3/10/07

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**Send your completed form to**

Validation Team, Operations Directorate,  
Department of Finance & Administration, House of Commons, London SW1A 0AA

**Office use only**

Initials / Date

Input subtotals per Cat 5

Validation completed

--	--

	£
	£

Comments

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