



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

ROS. ARSBERN

CONSTITUENT NORTH EAST

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 / 1 / 08 to 31 / 1 / 08

Allowance year

07 / 08

Description of service or goods

Amount

POSTAGE STAMPS

£ 2,400 : 00 p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

Total

£ 2,400 : 00 p

Office use only

Authorisation and declaration

I declare that the costs claimed were incurred wholly, exclusively and necessarily in connection with my Parliamentary duties.

Signature

MP

Date

2/2/08

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).

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	<input type="text"/>	514500	<input type="text"/>
		514525	<input type="text"/>

Comments



Your order

Please print this page and retain for your records.

Print

Your order number is: [REDACTED]

Contact details

R Ainsworth MP Ainsworth
[REDACTED]

Deliver to

Ainsworth MP, [REDACTED]
[REDACTED]

Pay using

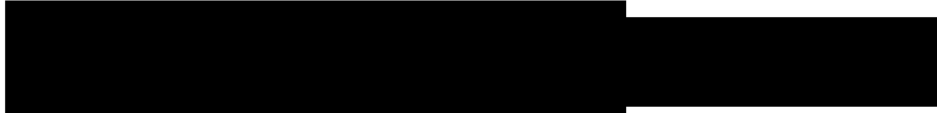
[REDACTED]

Mr R W Ainsworth
[REDACTED]

Items to be delivered

Delivered in 1-2 Days	Quantity	Price per Item	Subtotal
10,000 x 2nd Class Stamp Roll	1	£2,400.00	£2,400.00
Delivery charge:			Free
Order Total:			£2,400.00

Print





Communications Allowance

Comms1

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Your details

Name in CAPITAL LETTERS

BOB HARTWORTH

Constituency

CONVENTRY NORTH EAST

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 / / to / /

Allowance year

Description of service or goods

Amount

LEAFLET Printing

£ 880.00 p

LEAFLET Distribution

£ 2,115.00 p

£ : p

£ : p

£ : p

£ : p

£ : p

Total

£ 2,965.00 p

Office use only

Authorisation and declaration

I claim which I incurred wholly, exclusively and necessarily in the ... ary duties.

Signature

MP

Date

2/12/07

Data protection

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Send your completed form to

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Office use only			
	Initials / Date		Input subtotals per Cat 5
Validation completed	<input type="text"/>	514500	£ <input type="text"/>
	<input type="text"/>	514525	£ <input type="text"/>
Comments			

PRINTING ORDER FORM

Company Name	Bob Ainsworth MP		
Address	[REDACTED]		
		Post Code	[REDACTED]
Telephone No	[REDACTED]	Fax No	[REDACTED]
Email Address	[REDACTED]		

We request Mailbox Nationwide Ltd to supply the printing of our literature as described below at the agreed price of (please complete) £ 850.

Quantity in 000's	40,000 in total
Paper Quality (please delete as appropriate)	135gsm
Size (please delete as appropriate)	A4
Print Type (please delete as appropriate)	Full Colour Gloss
Number of sides (please delete as appropriate)	Double Side
Proof required before printing commences (please delete as appropriate)	Yes
Special Instructions	

Please ensure that all proofs are sized correctly, sizes available at [REDACTED]

Please send a proof of your material with this order form

Name (Please print) [REDACTED] .. Signature [REDACTED] .. Date..... 29/11/07

ORDER FORM

Company Name	Bob Ainsworth MP		
Address	[REDACTED]		
	London		Post Code
Telephone No	[REDACTED]	Fax No	[REDACTED]
Email Address	[REDACTED]		

We request Mailbox Nationwide Ltd to supply the distribution of our literature as described below at the agreed price of (please complete) £ 45 + VAT per thousand.

Quantity in 000's	40,000 in total
Number of boxes	
Leaflet Title	
Geographical area for delivery – Post Code Area / District / Sector / Towns / Villages / Streets etc. (Please be specific)	Coventry North East Constituency
Literature to be delivered to Mailbox Nationwide Ltd on/or Collected from address on (Please see Important Note 2 below)	
Start Date	7 th December
Finish Date	17 th December
Special Instructions	

Declaration

By returning this form to Mailbox Nationwide Ltd, I/We have read and accept the Conditions of Provision of Services as shown on your website.

Name (Please print) [REDACTED] Signature.. [REDACTED] Date 29/11/07