



FINANCE &
ADMINISTRATION
HOUSE OF COMMONS

Communications Allowance

Direct payment of suppliers

Comms2

page 1 of 2

16 MAY 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

CHARLES HENDRY

Constituency

WEALDEN

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 ___ / ___ / ___ to ___ / ___ / ___

Allowance year

07/08
~~2008/09~~

Suppliers

Amount

Office use only

Allow. / Supp ID / Exp.Type
(Cat 5)

£1773 : 00 p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

Authorisation and declaration

Signature

I declare in respect of costs incurred wholly,
in the performance of my Parliamentary duties.

MP

Date

15/05/08

Handwritten mark

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 SW1AA

Office use only

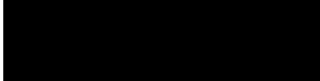
Initials / Date

Validation
completed**Comments**

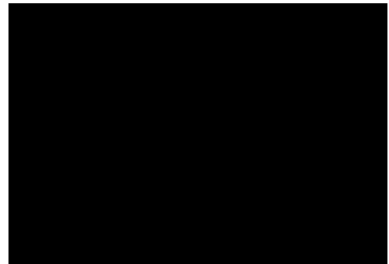


PRINT & DESIGN

Charles Hendry MP



30th April 2008



INVOICE NO



Job:



Order

40,000 A4 size 4 page leaflets

Westminster Report, Spring 2008

£ 1578.00



Deliveries to Rochester

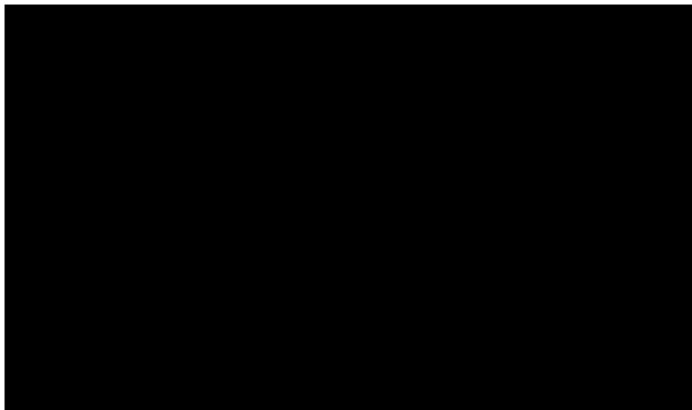
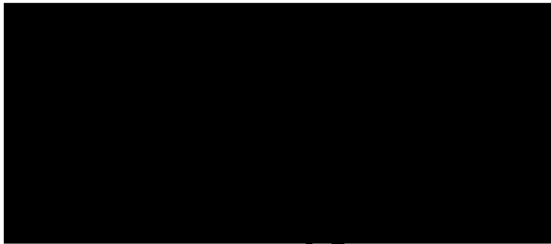
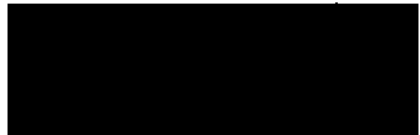
£ 195.00

£ 1773.00

VAT ZERO

Total

£ 1773.00



VAT Registration No:



Terms: 30 days nett





Communications Allowance
Direct payment of suppliers

30 APR 2008

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Name in CAPITAL LETTERS

CHARLES HENDRY

Constituency

WEALDEN

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 ___/___/___ to 31/03/08

Allowance year

07/08

Suppliers

Amount

Table with 2 columns: Suppliers, Amount. Includes entries for ROYAL MAIL and MP SERVICES with handwritten amounts.

Office use only

Allow. / Supp ID / Exp.Type (Cat 5)

Authorisation and declaration

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

Signature

[Redacted signature area]

MP

Date

22.04.08

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

Office use only	
	Initials / Date
Validation completed	<input type="text"/>
Comments	

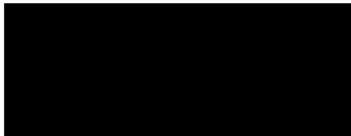


Royal Mail



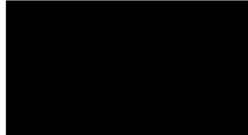
Invoice number
[Redacted]
Invoice date
03 Apr 2008
Page
1 of 1

To
CHARLES HENDRY MP



Invoice

Account held at
CHARLES HENDRY MP



Customer account number



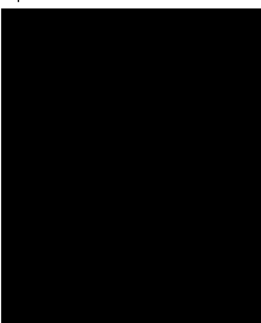
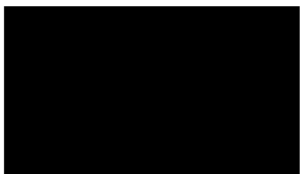
Legal entity number



Terms
30 days
Please pay by
03 May 2008

Docket no.	Posting date Poster	Sender's ref. Contract no.	Format	Service Quantity	Weight(kg)	Unit cost (£)	Net value	VAT
[Redacted]	31 Mar 2008	[Redacted]		DOOR TO DOOR 5,695 5695 ITEMS AT 4.850 PENCE			276.20	E

Total Net	276.20
Total VAT	E = exempt 0.00
Total	276.20



invoice

MPServices

Mr Charles Hendry MP

Number: [REDACTED]

Account: [REDACTED]

Date: 28 March 2008

Orders

Order	Quantity	Product	VAT	Price
[REDACTED]	[REDACTED]	- MP Annual Reports	Mar08	£0.00 £2,552.26

Additional Costs

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

Total (excl): £2,752.26
VAT: £0.00
TOTAL £2,752.26

Payment due by return

VAT REG Number: [REDACTED]

Service that delivers



Direct payment of suppliers



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Your details

Name in CAPITAL LETTERS

CHARLES HENDRY

Constituency

WEALDEN

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 / / to

22 / 10 / 07

Allowance year

07 / 08

I.A. NEW MEDIA

£ 322.53 p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

Office use only

Allow. / Supp ID / Exp.Type

Authorisation and declaration

Signature

I declare in respect of costs incurred wholly, in respect of the discharge of my Parliamentary duties.

MP

Date

22/10/07

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Office use only	
	Initials / Date
Validation completed	<input type="text"/>
Comments 	

Charles Hendry MP

Date: Wednesday, 17 October 2007

Account No:

Invoice No:

invoice

Job description	Costing
Balance due for initial website project (Total contract value £675+VAT)	£229.50
Additional photos throughout site (wind turbines etc.)	£45.00

Total £274.50

+ VAT £48.03

Total Amount £322.53



FINANCE & ADMINISTRATION HOUSE OF COMMONS

Communications Allowance Direct payment of suppliers

22 MAY 2007

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Your details

Name
in CAPITAL LETTERS

CHARLES HENDRY

Constituency

LEALDEN

Office use only

Claim details

You can only request
Please ensure

- payment to suppliers for goods and services directly relating to Communications Allowance.
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Period of claim

to 19/05/07

Allowance year

07/08

CONSERVATIVE PARTY

Amount
£ 2568.25 p

£ 1505.00 p

LANGFORD PRINTERS

£ 132.78 p

£ : p

£ : p

£ : p

£ : p

£ : p

4206.03

Office use only

Allow. / Supp ID / Exp.Type
(Cat 5)

Authorisation and declaration

Signature

MP

Date

19.5.07

invoice



Mr Charles Hendry MP

Number: [REDACTED]

Account: [REDACTED]

Date: 25 April 2007 [REDACTED]

Orders

Order	Quantity	Product		VAT	Price
[REDACTED]	35000	- MP Annual Reports	<i>Apr07</i>	£0.00	£2,388.25

Additional Costs

Order	Cost Description	VAT	Price
[REDACTED]	Dispatch from printer	£0.00	£180.00

Total (excl): £2,568.25

VAT: £0.00

TOTAL £2,568.25

Payment due by return

VAT REG Number [REDACTED]

[REDACTED]



[Redacted]

Charles Hendry MP

[Redacted]

23rd April 2007

[Redacted]

INVOICE NO 2007/037

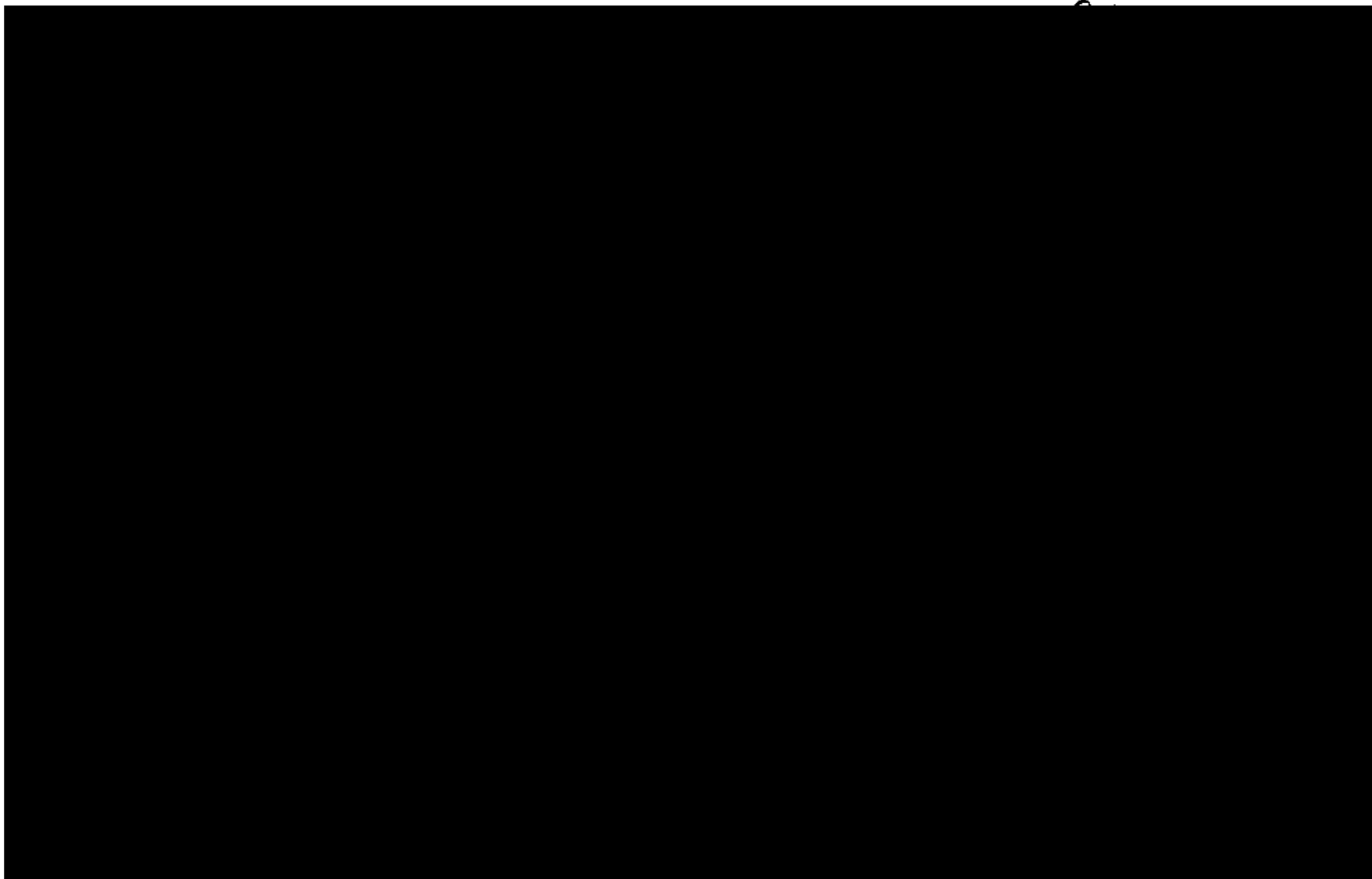
Job [Redacted] Order No:

38,500 A4 size 4 page leaflets

- Westminster Report	£ 1350.00
2 deliveries to Rochester	£ 130.00
Author's corrections	<u>£ 25.00</u>
	£ 1505.00

VAT ZERO

Total £ 1505.00





LANGFORD PRINTERS



Invoice

Charles Hendry MP

Invoice Number	
Date / Tax Point	09/05/2007

Account Number	
----------------	--

Details	Net Price	VAT
1200 x Black HOC Postcards including artwork and plate 	113.00	19.78

Delivery Address:

VAT Registration No.

Total Net	113.00
Total VAT	19.78
INVOICE TOTAL £	132.78