



FINANCE & ADMINISTRATION HOUSE OF COMMONS

# Communications Allowance

## Direct payment of suppliers

Comms2

page 1 of 2

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

DAVID LEPPER

Constituency

BRIGHTON PAVILION

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 Nov 07 to 1/1

Allowance year

07/08

Please note - payment due by 05-11-07

Suppliers

Amount

Distribution Business Service £ 1,708.02 p

LTD - BBS Contract [redacted] £ : p

For distribution of my Annual Report. £ : p

(Content of Report agreed by [redacted]) £ : p

[redacted] £ : p

[redacted] £ : p

[redacted] £ 1,708.02 p

Office use only

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

Authorisation

tion

Signature

[redacted signature]

MP

Date

25-10-07

respect of costs incurred wholly, of my Parliamentary duties.

**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

# Distribution Business Services Limited

## Confirmation of Order \ Pro-Forma Invoice

David Lepper MP

Date 19/10/2007 Page. 1

DBS Contract  
Your Ref  
Client Code Ref

Client contact  
Telephone  
Fax  
DBS contact

Mobile  
e-mail

Delivery Deadline 09/11/2007 Please refer to the 'Bulk Delivery Schedule' for address details  
Start Date 12/11/2007 Finish Date 16/11/2007  
Leaflet Title DAVID LEPPERS ANNUAL REPORT  
Method SOLUS HOUSEHOLDS

### SPECIAL INSTRUCTIONS

**PAYMENT DUE IN ADVANCE BY 05 / November / 2007**

\*\*\* SUPPLY OF STOCK - PLEASE REFER TO OUR COMPANY STC - PARA 4 - THANK-YOU \*\*\*

### Distribution Area

Sector	Area	H'Hold	Quantity	% Pen	£/1000	Nett(£)	VAT(%)	VAT(£)	Gross(£)
		989	841	85.04%	£53.00	£44.57	17.50%	£7.80	£52.37
		2,001	1,701	85.01%	£53.00	£90.15	17.50%	£15.78	£105.93
		4,144	3,522	84.99%	£53.00	£186.67	17.50%	£32.67	£219.33
		3,188	2,710	85.01%	£53.00	£143.63	17.50%	£25.14	£168.77
		4,214	3,582	85.00%	£53.00	£189.85	17.50%	£33.22	£223.07
		6,821	5,798	85.00%	£53.00	£307.29	17.50%	£53.78	£361.07
		3,154	2,681	85.00%	£53.00	£142.09	17.50%	£24.87	£166.96
		6,023	5,120	85.01%	£53.00	£271.36	17.50%	£47.49	£318.85
		1,732	1,472	84.99%	£53.00	£78.02	17.50%	£13.65	£91.67
<b>Totals</b>		<b>32,266</b>	<b>27,427</b>	<b>85.00%</b>		<b>£1,453.63</b>		<b>£254.39</b>	<b>£1,708.02</b>
		<b>Average Rate per 1000</b>			<b>£53.00</b>				



FINANCE & ADMINISTRATION HOUSE OF COMMONS

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28 NOV 2007

Comms2

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### Your details

Name in CAPITAL LETTERS

DAVID LEPPAK

Constituency

BRIGHTON AND HOVE

Office use only

Costs

M

[Redacted]

✓

### 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 November to 2007

Allowance year

07/08 ✓

[Redacted]

Suppliers

Amount

Public Enquest	£ 2,897.13 p
Printing Annual Report	£ : p
As agreed by [Redacted]	£ : p
Head of Communications Allowance	£ : p
02-10-07 [Redacted]	£ : p
[Redacted]	£ : p
[Redacted]	£ : p
[Redacted]	£ : p

[Redacted]

### Authorisation and declaration

I confirm  
exclusi

sts incurred wholly,  
liamentary duties.

Signature

[Redacted]

Date

26-11-07

**Data protection**

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**Send your completed form to**

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Initials / Date

Validation completed

**Comments**

**Invoice**

Page 1

David Lepper MP ✓  
**Invoice No.**  ✓**Invoice/Tax Date** 31/10/2007 ✓**Cust. Order No.****Account Ref.** **Quantity Details**

	<b>Disc%</b>	<b>Disc Amount</b>	<b>Net</b>	<b>VAT Rate</b>	<b>VAT</b>
1.00 Printing of 40K 4pp A4 colour Parliamentary Report Leaflets	0.00	0.00	2,715.00	0.00	0.00
1.00 Delivery	0.00	0.00	155.00	17.50	27.13

  
**Total Net Amount** 2,870.00**Total VAT Amount** 27.13**Invoice Terms: 30 Days****Invoice Total** 2,897.13 ✓  




FINANCE &  
ADMINISTRATION  
HOUSE OF COMMONS

# Communications Allowance

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04 DEC 2007

Comms2

page 1 of 2

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### Your details

Name  
in CAPITAL LETTERS

DAVID LEPPER.

Constituency

BRIGHTON DAVALION

Office use only

Costc

M

[Redacted]



### Claim details

You can only request  
Please ensure

- payment to suppliers for [Redacted]
- you attach all supplier [Redacted]

Period of claim

from

Dec 10

to

1 / 1

Allowance year

07 / 108



[Redacted]

Distribution Business £ 513.21 p

Services Ltd. £ : p

DBS Contract [Redacted] £ : p

(Second stage of delivery of Annual Report - as agreed) £ : p

[Redacted] D.F.A. [Redacted] £ : p

[Redacted] £ : p

[Redacted] £ : p

[Redacted] £ : p

02/10

Authorisation and date

Signature

[Redacted Signature]

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

MP

Date

03-12-07

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Comments

# Distribution Business Services Limited

## Confirmation of Order \ Pro-Forma Invoice

David Lepper MP

Date 30/11/2007 Page. 1

DBS Contract  
Your Ref  
Client Code Re

Client contact  
Telephone  
Fax  
DBS contact

- Davis

Mobile  
e-mail

Delivery Deadline 14/12/2007 Please refer to the 'Bulk Delivery Schedule' for address details

Start Date 17/12/2007 Finish Date 21/12/2007

Leaflet Title ANNUAL REPORT  
Method SOLUS HOUSEHOLDS

Size A5 4 Page

### SPECIAL INSTRUCTIONS

**PAYMENT DUE IN ADVANCE BY 10 / December / 2007**

\*\*\* SUPPLY OF STOCK - PLEASE REFER TO OUR COMPANY STC - PARA 4 - THANK YOU \*\*\*

#### Distribution Area

Sector	Area	H'Hold	Quantity	% Pen	£/1000	Nett(£)	VAT(%)	VAT(£)	Gross(£)
		4,732	4,022	85.00%	£53.00	£213.17	17.50%	£37.30	£250.47
		4,964	4,219	84.99%	£53.00	£223.61	17.50%	£39.13	£262.74
		<b>Totals</b>	<b>9,696</b>	<b>8,241</b>	<b>84.99%</b>		<b>£436.77</b>	<b>£76.44</b>	<b>£513.21</b>
					<b>Average Rate per 1000</b>	<b>£53.00</b>			