



**Communications Allowance**  
**Direct payment of suppliers**

**Comms2**

page 1 of 2

22 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

D. MACSHANE

Constituency

ROTHERHAM

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, 2, 08 to 31, 3, 08

Allowance year

07, 08

Suppliers

Amount

WFO Print

£5605.- P

£ : P

Jax (distributor)

£2397.- P

£ : P

£ : P

£ : P

£ : P

£8402.- P

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, exclusively and necessarily in the performance of my Parliamentary duties.

Signature

**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)

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**Send your completed form to**

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

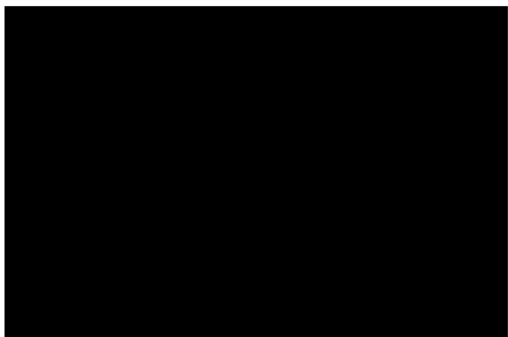
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**Office use only**

Initials / Date

Validation completed

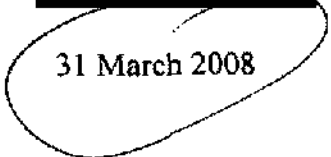
Comments



Denis MacShane

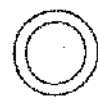


31 March 2008



To design, sourcing Big Ben image and printing 34,000 Parliamentary Reports, full colour on gloss art, concertina fold

£5605.00    £0.00    £5605.00



VAT Registration No



Registered office:

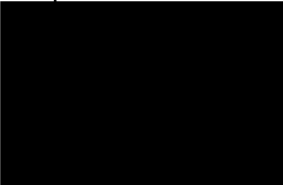




INVOICE	
Invoice date	[REDACTED]
Terms	[REDACTED]
Sales rep	[REDACTED]

Invoice from:

Jax Leaflet Distribution Ltd



Invoice to:

Rt Hon Dr Denis MacShane MP



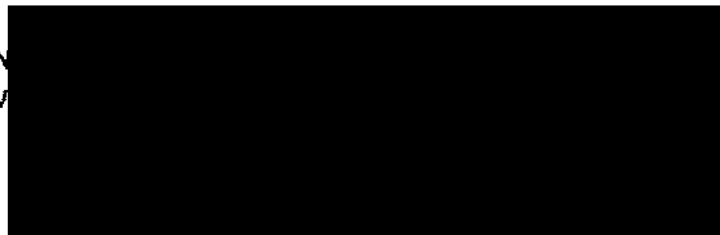
Invoice number: [REDACTED]

Description	Item	Amount	Cost per 1000		Total £
Distribution	DL Leaflet	34000	30	1198 = 50	1020
Distribution	DL Card	34000	30	1198 = 50	1020

Sub-total	2040
Vat @ 17.5%	357
Discount £	
Total balance	2397

With Than

REGISTERED IN  
V





# Communications Allowance

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### Your details

Name  
in CAPITAL LETTERS

D. MACHANE

Constituency

TOTTENHAM

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 12/08 to / /

Allowance year

07/08

Suppliers

Amount

Sheaf Graphics

£ 347.50 p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

Office use only

Allow

/

Supp ID

/

Exp.Type

/

(Cat 5)

### Authorisation and declaration

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Signature

I

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**Send your completed form to**

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Department of Finance & Administration, House of Commons, London SW1AA

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**Office use only**

Initials / Date

Validation completed

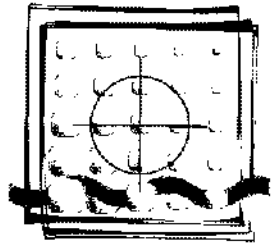
**Comments**

# INVOICE

Number

Date

Your Ref:



Sheaf Graphics

Dennis MacShane MP

For the supply of

Surgery Leaflets x9000

Cost  
£ p

VAT  
£ p

347.50

0.00

10 MAR

Account number / job number

sub totals

347.50

0.00

Add VAT at 17.5%

0.00

**Total Due: £**

347.50



FINANCE & ADMINISTRATION HOUSE OF COMMONS

Communications Allowance

Comms2

page 1 of 2

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Your details

Name in CAPITAL LETTERS

D. MACHANIE

Constituency

ROTHERHAM

Office use only

Cost

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 Feb, 09, to 6, / /

Allowance year

07, 08

Suppliers

x1

Amount

Royal Mail freight

£ 112.05 p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

Office use only

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

Authorisation and declaration

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Signature

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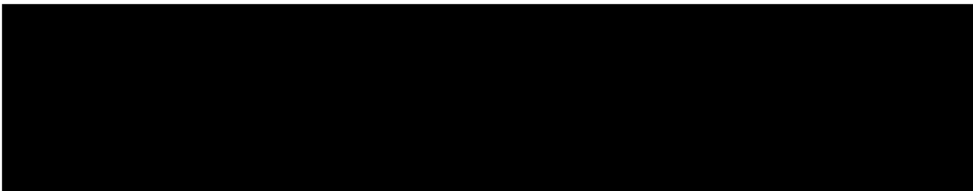
Under the Data Protection Act 1998, you have the right to see and receive a copy of any personal data that the House of Commons Administration holds about you. If you have questions about the contents of this notice or how your information is handled or about your rights under the Data Protection Act 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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**Office use only****Initials / Date**Validation  
completed**Comments**



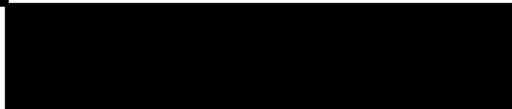
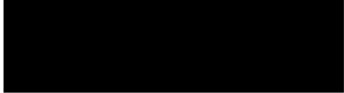
Invoice number  
 [Redacted]  
 Invoice date  
**27 Feb 2008**  
 Page  
**1** of 1

**Invoice**  
 for your reducing credit  
 balance account

Account held at  
 DENIS MACSHANE MP



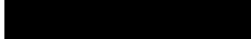
To  
 DENIS MACSHANE MP



Customer account number



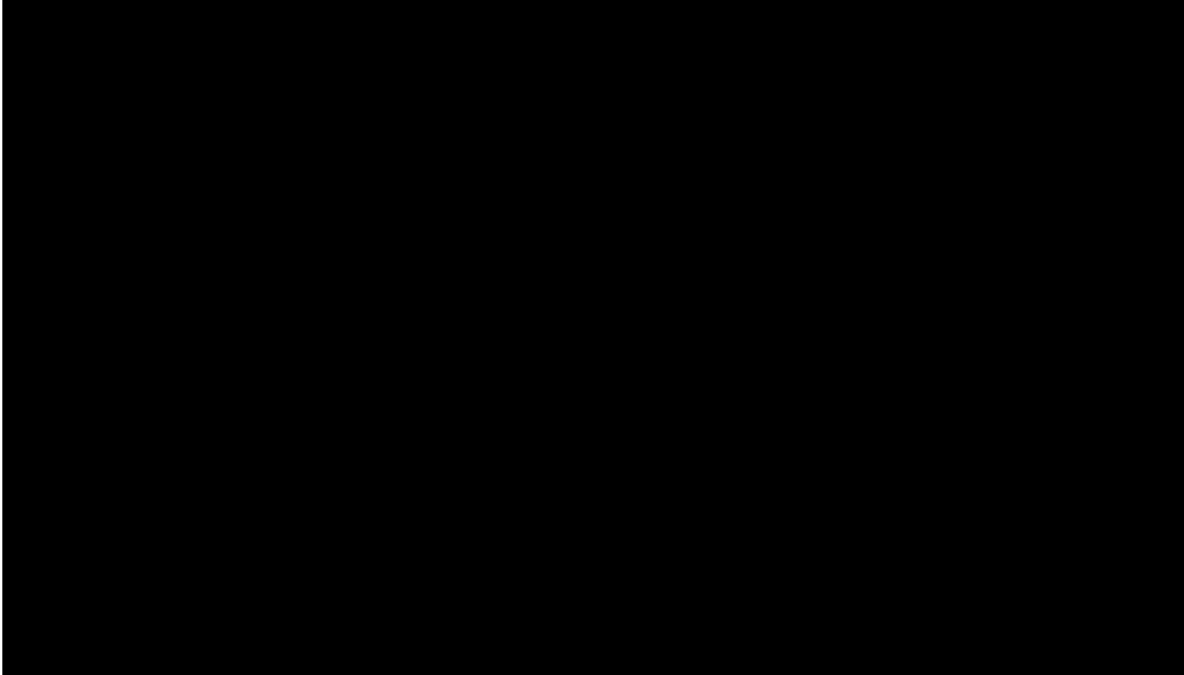
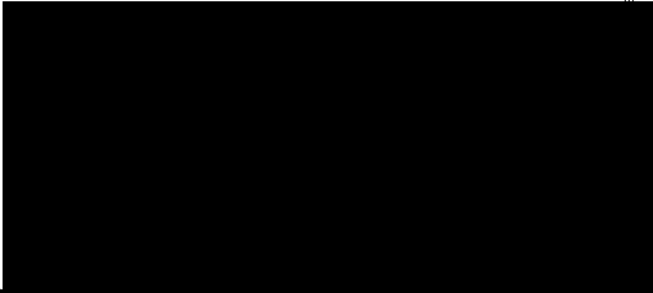
Legal entity number



Terms  
**30 days**  
 Please pay by  
**28 Mar 2008**

Docket no.	Posting date Poster	Sender's ref. Contract no.	Format	Service Quantity	Weight(kg)	Unit cost (£)	Net value	VAT
[Redacted]				RESPONSE SERVICES LICENCE 1			70.55	E

Total Net		<b>70.55</b>
Total VAT	E = exempt	<b>0.00</b>
<b>Total</b>		<b>70.55</b>
Including this usage your balance is now		<b>70.55 DR</b>
maintain your credit balance please pay		<b>112.05</b>



Total amount due  
**£112.05**

Your cheque number  
 [Redacted]

Amount tendered  
 [Redacted]

Customer name/  
 Customer account number  
 DENIS MACSHANE MP

Invoice Number  
 [Redacted]