



FINANCE & ADMINISTRATION HOUSE OF COMMONS

Communications Allowance

Direct payment of suppliers

Comms2

page 1 of 2

2007 130 0 1

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

DOUG HENDERSON

Constituency

NEWCASTLE NORTH

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 29/8/07

to

Allowance year

Suppliers

Amount

Leaflet Distribution

£ 1339.50 p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

Authorisation and declaration

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

Signature

MP

Date

5/10/07

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 1993, 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



VAT REG NO.	[REDACTED]
Company Reg N	[REDACTED]

Doug Henderson MP
 [REDACTED]

[REDACTED]

Invoice

Your Reference No	TAX DATE	INVOICE NO
	29/08/2007	[REDACTED]

DESCRIPTION	QTY	RATE	VAT	AMOUNT
Distribution of leaflets in Newcastle west	38,000	0.03	199.50	1,140.00

SUBTOTAL	1,140.00
VAT TOTAL	199.50
Total	£1,339.50



Communications Allowance

Comms1

page 1 of 2

Member's reimbursement form

11 OCT 2007

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

DOUG HENDERSON

Constituency

NEWCASTLE NORTH

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.

18 OCT 2007

Period of claim

from 10 / 5 / 07 to 2 / 10 / 07

Allowance year

07 / 08

Description of service or goods

Amount

Stamps

£ 94 : 00 p

"

£ 222 : 72 p

"

£ 60 : 00 p

£ : p

£ : p

£ : p

£ : p

Total

£ 376 : 72 p

Authorisation and declaration

which I incurred wholly, exclusively and necessarily duties.

Signature

MP

Date

5/10/07

Data protection

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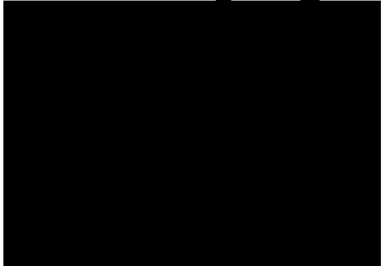
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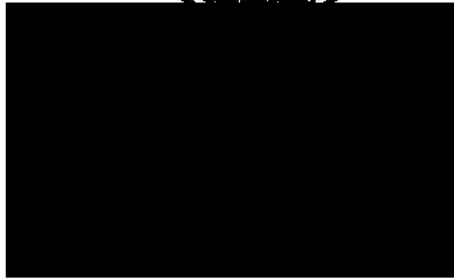
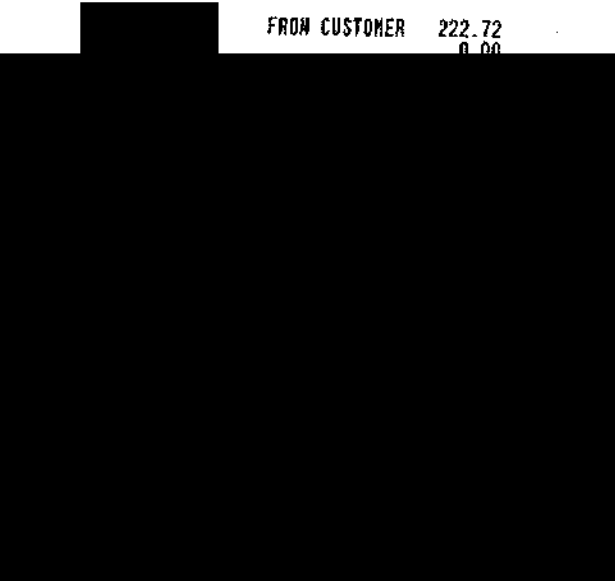
Send your completed form to

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

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



SAS bk 2nd x 12		
16 @ 2.88	46.08	
SAS bk 1st x 12		
8 @ 4.08	32.64	
1st Large x 4		
25 @ 1.92	48.00	
Postage stmp		
1 @ 96.00	96.00	
TOTAL DUE TO POST OFFICE	222.72	
FROM CUSTOMER	222.72	
	0.00	



2nd class stmp		
250 @ 0.24	60.00	
TOTAL DUE TO POST OFFICE	60.00	
FROM CUSTOMER	60.00	
	0.00	



Post Office Ltd.



1st class stmp		
100 @ 0.34	34.00	
2nd class stmp		
250 @ 0.24	60.00	
TOTAL DUE TO POST OFFICE	94.00	
FROM CUSTOMER	94.00	
	0.00	



Thank You



FINANCE & ADMINISTRATION HOUSE OF COMMONS

Communications Allowance Direct payment of suppliers

2007 SEP 8

Comms2

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Your details

Name
in CAPITAL LETTERS

DOUG HENDERSON ✓

Constituency

NEWCASTLE NORTH

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

Amount

CVN Print

£ 1992 : 00 p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

Authorisation and declaration

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

Signature

MP

Date

17 / 9 / 07

Data protection

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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

CVNprint
litho & digital printing

Doug Henderson's Constituency Office

DATE 28/8/2007	ACCOUNT No. [REDACTED]	YOUR ORDER No.	INVOICE No. [REDACTED]
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JOB No.	DESCRIPTION	VAT RATE	GOODS	VAT	TOTAL
[REDACTED]	38000 Newsletters. full colour throughout; 130gm gloss art paper [REDACTED]		£1992.00	£0.00	£1992.00
TOTALS			£1992.00	£0.00	£1992.00

INVOICE TOTAL **£1992.00**



FINANCE &
ADMINISTRATION
HOUSE OF COMMONS

Communications Allowance

0032 FEB 2008

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Your details

Name
in CAPITAL LETTERS

DOUG HENDERSON

Constituency

NEWCASTLE NORTH



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 / 1 / 08

Allowance year

07 / 08

Suppliers

Amount

CVA Print

£ 1992 : 00 p

Leaflet Distribution UK

£ 1457 : 00 p

£ : p

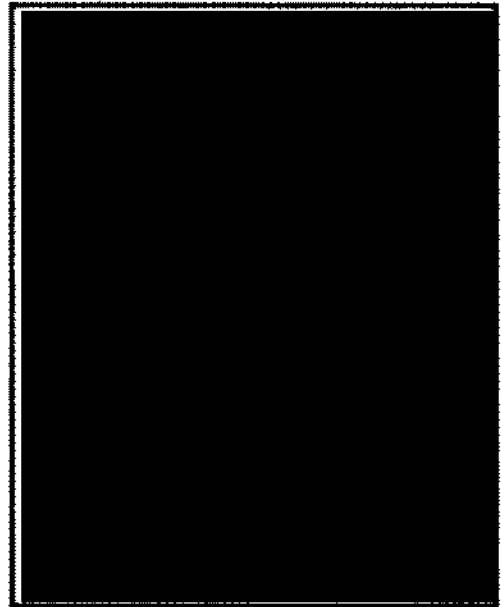
£ : p

£ : p

£ : p

£ : p

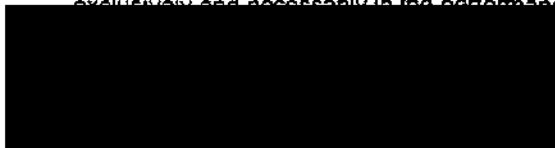
£ : p



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



MP

Date

4/2/08

Data protection

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

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Validation completed	<input type="text"/>
Comments	



VAT REG NO.

Company Reg No

Doug Henderson MP

Invoice

Your Reference No	TAX DATE	INVOICE NO
	28/01/2008	

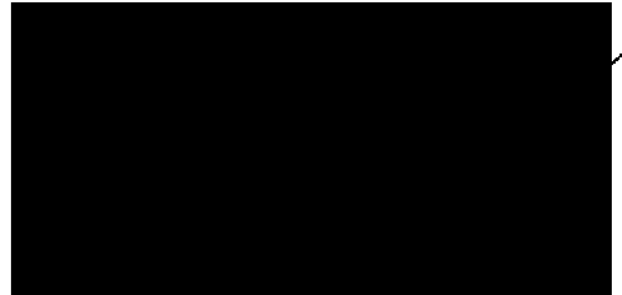
DESCRIPTION	QTY	RATE	VAT	AMOUNT
Distribution of leaflets in North Newcastle constituency	34,000	0.03	178.50	1,020.00
Distribution of leaflets in North Newcastle constituency	4,000	0.055	38.50	220.00
SUBTOTAL				1,240.00
VAT TOTAL				217.00
Total				£1,457.00

INVOICE

CVNprint

litho & digital printing

Doug Henderson



DATE	31/1/2008	ACCOUNT	[REDACTED]	YOUR ORDER No.	[REDACTED]	INVOICE No.	[REDACTED]
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JOB No.	DESCRIPTION	VAT RATE	GOODS	VAT	TOTAL	
[REDACTED]	41000 Newsletters.	0.00	£1992.00	£0.00	£1992.00	
			TOTALS	£1992.00	£0.00	£1992.00



INVOICE TOTAL

£1992.00