



Member's reimbursement form

18 MAR 2008

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

EDDIE MCGRADY

Constituency

SOUTH DOWN

Office use only

Cost

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 01/04/07 to 31/03/08

Allowance year

2007/2008

Description of service or goods

Amount

Newspaper Print + Boxed £ 6896.26 p

Collation, Editing + Managing same £ 650.00 p

£ : p

£ : p

£ : p

£ : p

£ : p

Total

£ 7546.26 p

Authorisation and declaration

I claim reimbursement of these costs which I incurred wholly, exclusively and necessarily on my Parliamentary duties.

Signature

MP

Date

13/3/07

Stakeholder

Stakeholder Communications

Eddie McGrady MP

Invoice No.

Invoice/Tax Date

12/03/2008

Order No.

Account No.

Page 1

Details

Unit Price Net Amount VAT Rate VAT

Eddie McGrady MP Newsletter

0.00

17.50

0.00

Design, concept and final preparation of artwork

978.72

17.50

171.28

65,000 x Printing of 4 page A3 colour newsletter, folded to A4, trimmed, band and boxed then delivered as per special instructions given by Royal Mail

4,890.43

17.50

855.83

Total Net Amount

5,869.15

Total VAT Amount

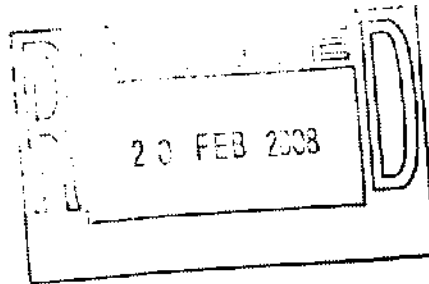
1,027.11

Invoice Total

6,896.26

TERMS & CONDITIONS:

PAYMENT SHOULD BE MADE WITHIN 30 DAYS OF THE INVOICE DATE.
STAKEHOLDER RESERVE THE RIGHT TO CANCEL CREDIT ARRANGEMENTS
WHERE PAYMENTS ARE NOT MADE IN ACCORDANCE WITH THE STATED TERMS.

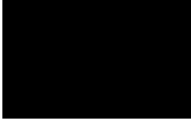


INVOICE

INVOICE
DATE: FEBRUARY 19, 2008

TO:
Eddie McGrady MP

FOR:
Newsletter and Youth Leaflet Project



DESCRIPTION	AMOUNT
Collating stories and images from last 12 months in South Down	
Drafting stories and editing newsletter	
Managing designer throughout design and production	
Series of meetings to discuss progress	£650
TOTAL	£650

Please make cheque payable to

Thank you.



Communications Allowance

Comms1

page 1 of 2

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Your details

Name in CAPITAL LETTERS

EDDIE McGRADY

Constituency

SOUTH DOWN

Office use only

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 / 4 / 07 to 18 / 2 / 08

Allowance year

1 /

Description of service or goods	Amount
Postage for constituency members	£ 2435.75 p
	£ : p
	£ : p
	£ : p
	£ : p
	£ : p
	£ : p

Office use only

Total

£ 2435.75 p

Authorisation and declaration

Signature

[Redacted Signature]

incurred wholly, exclusively and necessarily es.

MP

Date

18 / 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

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£ 2435.75

£

Comments

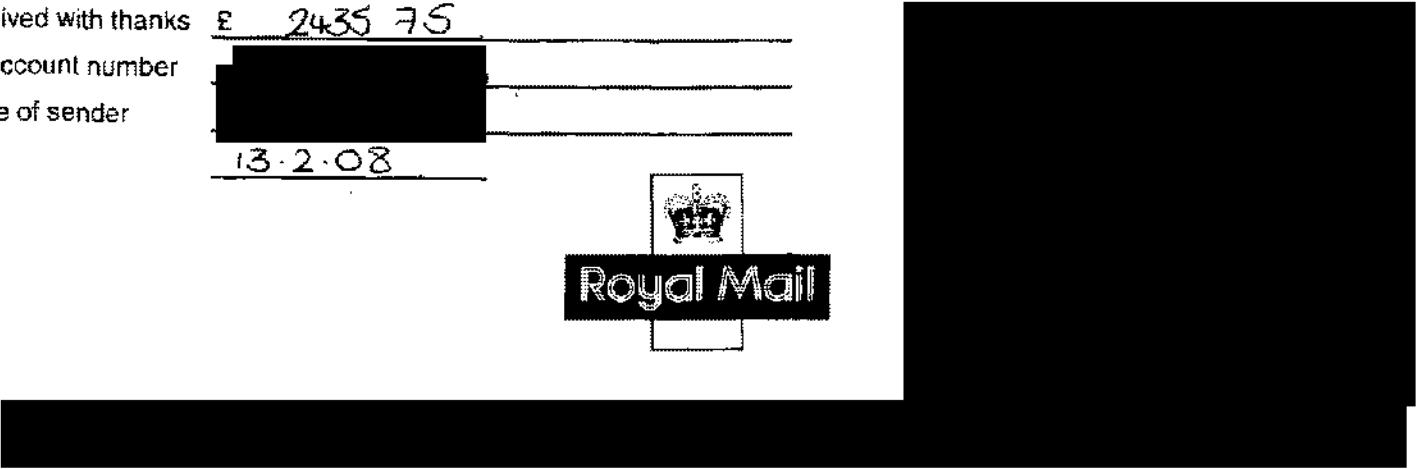
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with compliments

Receipt

Account name EDDIE MCGEADY MP
Received with thanks £ 2435 75
For account number [REDACTED]
Name of sender [REDACTED]
Date 13.2.08

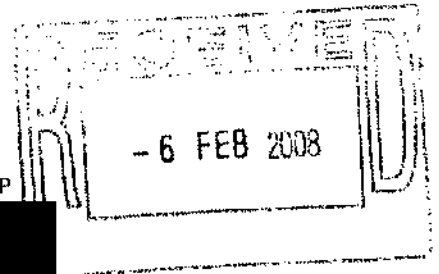
Royal Mail Finance Service Centre



Mail

To
EDDIE MCGRADY MP

Invoice



Account held at
EDDIE MCGRADY MP

Customer account number

Terms
10 days

Please pay by
14 Feb 2008

Docket no.	Posting date Poster	Sender's ref. Contract no.	Format	Service Quantity	Weight (kg)	Unit cost (£)	Net value	VAT
[REDACTED]	01 Feb 2008	[REDACTED]		DOOR TO DOOR			[REDACTED]	E
				25944 ITEMS AT 3.500 PENCE				

Total Net	971.58
Total VAT	E = exempt 0.00
Total	971.58