



18 JUL 2007

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

Greg Clark

Constituency

Tunbridge Wells



Office use only Cost: [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 1 / 6 / 07 to 30 / 6 / 07

Allowance year 2007 / 2008



Suppliers	Amount
<u>Chris Heathcote</u>	<u>£ 2000 : 00 p</u>
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ 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, performance of my Parliamentary duties.

Signature



MP

Date

10 July 2007

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

Chris Heathcote



26 June 2007

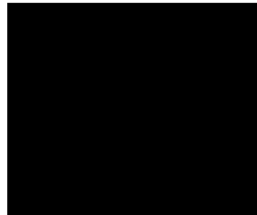
Invoice

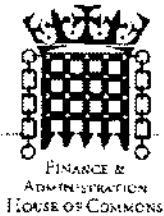


Communications support:

- Health Special newsletter
- Annual Report
- Website set-up

£2,000





Communications Allowance

Direct payment of suppliers 14 APR 2008

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Your details

Name in CAPITAL LETTERS

Greg Clark

Constituency

Timbridge Wells

Office use only

Co

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 1/3/08 to 31/3/08

Allowance year 2007 / 2008

Suppliers

x2

Amount

Cowen - advert for surgery

£ 178.04 p

Cowen - surgery adverts (s)

£ 894.65 p

£ p

£ p

£ p

£ p

£ p

£ p

£ 1072.69

Office use only

Allow. / Supp ID / Exp.Type

Authorisation and declaration

I declare that the payments requested are in respect of costs incurred wholly or partly in the performance of my Parliamentary duties.

Signature

MP

Date

11/04/08

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.

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completed**Comments**

Courier Media

G R O U P L I M I T E D

Courier Media Group Limited

Greg Clarke M P

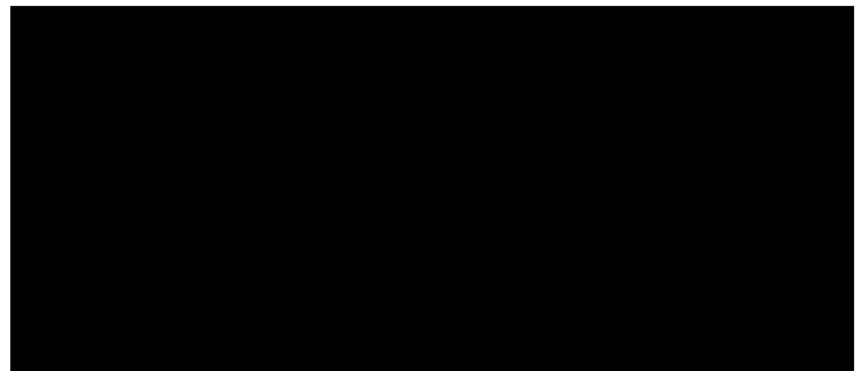
SALES INVOICE

Invoice Number:	
Invoice Date:	08/03/2008
Customer Reference:	
Payment Due By:	28/04/2008
Ad Reference:	
Your Order Number:	

For all enquiries about this invoice please contact

Client:	Catchline:
	9X2 SURGERY ADVERT GP FC

Item	Publication	Insertion Dates	Details of Advertisements	Value	VAT	Net Charge
1	Kent & Sussex Courier KS	March 7	09x02 Advertisement 1 x 15% Colour Charge 1 x Guaranteed Position Class:156H Total Package Value		S	151.52



Any queries must be notified to us within 7 days of the date of this invoice

Vat code: E=Exempt S=Standard Z=Zero

Net Charge:	£151.52
VAT:	£26.52
Invoice Total:	£178.04

From: [REDACTED]
Sent: 18 March 2008 10:37:08
To: [REDACTED]
Subject: PRO-Forma Invoice
Auto forwarded by a Rule

Courier Media

G R O U P L I M I T E D

PRO-FORMA INVOICE

Name: Greg Clark MP

Date:

Date of Insertion	Description	Amount
To be confirmed	9x 2 in Kent and Sussex Courier	5 inserts

Please ensure payment reaches us by:- Monday of week of Ad

Total	£761.40
VAT(17.5%)	£133.25
Invoice Total	£894.65