



# Communications Allowance

## Direct payment of suppliers

**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 HANDS

**Constituency**

HAMMERSMITH AND FULLHAM

### 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

**Suppliers**

**Amount**

METLOC PRINTERS

£5236.00 p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

### Authorisation and declaration

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

**Signature**

MP

**Date**

28.04.2008

**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

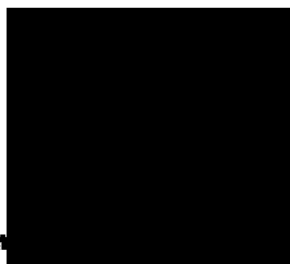
Validation  
completed

Comments



# metloc printers

Head Office:



Greg Hands MP



Em

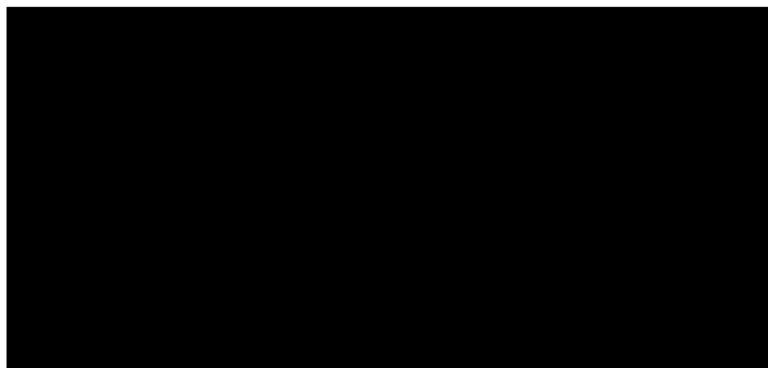


Net:

28/03/08



Job Nos

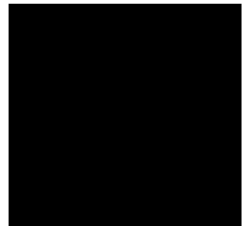


Westminster Reports

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printed A3 full colour both sides  
on 115gsm art and folded to  
105 x 297mm

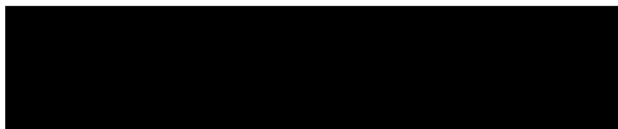
As per quotation

2 @ £2618



3 5,236.00 5,236.00

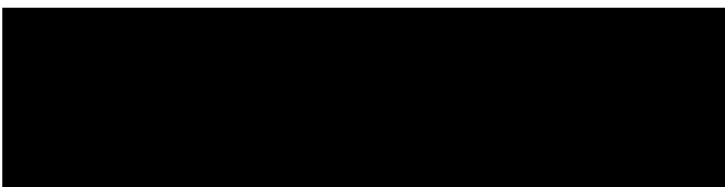
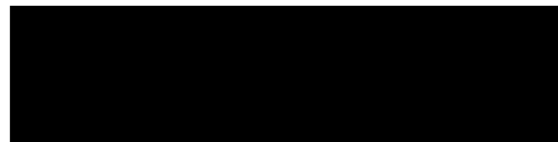
Terms: 30 DAYS FROM INVOICE



|   |          |
|---|----------|
| £ | 5,236.00 |
| £ | 0.00     |
| £ | 5,236.00 |

Delivery Slip

Greg Hands MP



Amount: 5,236.00