



**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

IAIN WRIGHT

Constituency

HARTLEPOOL

Office use only Costc

**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

2007/2008

Suppliers

Amount

Office use only  
Allow. / Supp ID / Exp. Type  
(Col 5)

HARTLEPOOL BOROUGH COUNCIL	£ 42 : 00p	
ATKINSON PRINT	£ 99 : 88p	
HARTLEPOOL BOROUGH COUNCIL	£ 42 : 00p	
	£ : 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

26/7/07

**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.

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Under the Data Protection Act 1996, 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

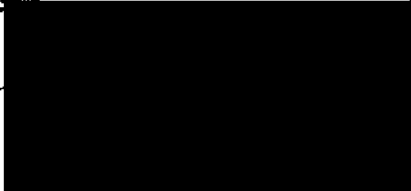
Comments

# SALES INVOICE



**HARTLEPOOL**  
BOROUGH COUNCIL

Invoice Address
[REDACTED]
Ian Wright MP
[REDACTED]
[REDACTED]



CUSTOMER Ac/No. [REDACTED]

SALES INVOICE

DATE ISSUED

28/06/2007

DATE DUE

12/07/2007

Enquiries To: [REDACTED] [REDACTED]

DESCRIPTION	QUANTITY	PRICE	VAT Rate	AMOUNT
HIRE OF A ROOM AT OWTON MANOR COMMUNITY CENTRE ON SATURDAY 30/06/07	3.0000	14.00	0.00	42.00
[REDACTED]				

VAT REG NO: [REDACTED]

PAYMENT ADDRESS :



SUB TOTAL	42.00
TOTAL VAT	0.00
TOTAL AMOUNT	42.00

## REMITTANCE ADVICE SLIP

PLEASE RETURN WITH YOUR PAYMENT OR QUOTE YOUR CUSTOMER NO. AND INVOICE NO. WITH YOUR PAYMENT TRANSFER

DATE ISSUED	CUSTOMER NAME	CUSTOMER NO.	TOTAL AMOUNT	SALES INVOICE
28/06/2007	Ian Wright MP	[REDACTED]	42.00	[REDACTED]

# Atkinson Print *Ap*

Telephone: [REDACTED]

Invoice

Page 1

IAN WRIGHT  
[REDACTED]

[REDACTED]  
16/07/2007  
[REDACTED]

V.A.T. Registration No [REDACTED]

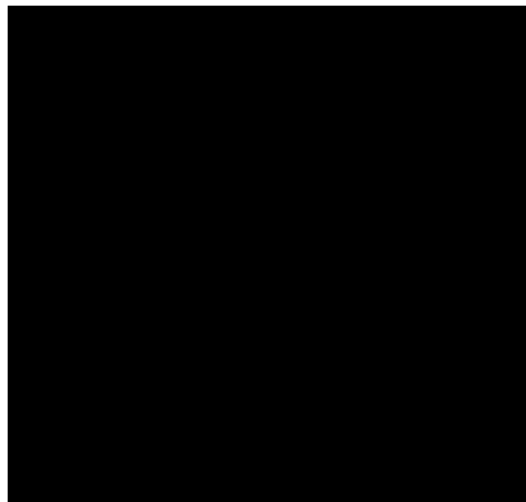
TERMS: ONE MONTH NETT

Net Amount VAT Amount

4000 OVERPRINTED LETTERHEADS  
JOB [REDACTED]

85.00

14.88



Total Net Amount

85.00

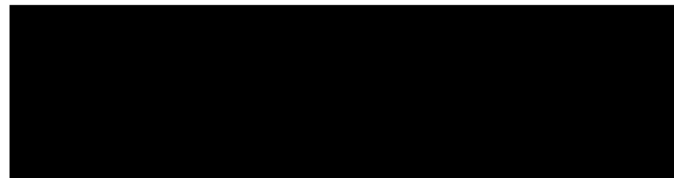
Total VAT Amount

14.88

Invoice Total

99.88

# Invoice



+ Invoice No: [Redacted]  
ID No: [Redacted]  
Invoice Date: 16/07/2007  
Tax Point Date: 16/07/2007  
Account No/Ref: [Redacted]

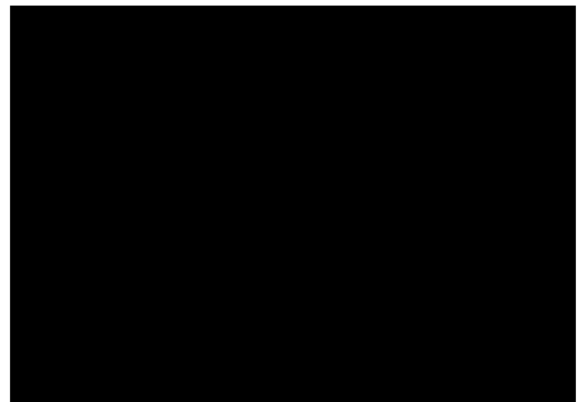
+  
Booking Reference: [Redacted] coffee morning to meet MP Ian Wright

<u>Code</u>	<u>Description</u>	<u>Unit</u>	<u>Price</u>	<u>Qty</u>	<u>Disc %</u>	<u>VAT</u>	<u>Cd</u>	<u>Net Amount</u>
SCHLET	Red Room 19/05/07 9.30 am per hour 12.30 pm		14.00	3	0.00	0.00	T	42.00

Net Total 42.00  
Vat 0.00  
Invoice Total 42.00

VAT Rates: T: 0.00%; V: 5.00%; X: 17.50%; Y: 0.00%

PAYMENT BY CHEQUE ONLY PLEASE



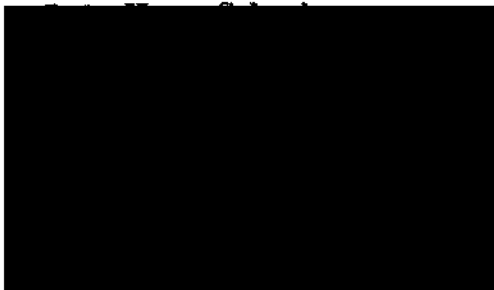
## Remittance Advice

Debtor Name: [Redacted]  
Account No/Ref: [Redacted]

Date: 16/07/2007  
Invoice No: [Redacted]  
Due by: 15/08/2007

Cheques Payable to: HARTLEPOOL BOROUGH COUNCIL

Please send this slip with your payment to:



For Office Use Only.

Amount Paid: 42.00



# Communications Allowance

## Direct payment of suppliers

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- 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

IAIN WRIGHT

Constituency

HARTLEPOOL

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 \_\_\_/\_\_\_/\_\_\_

to \_\_\_/\_\_\_/\_\_\_

Allowance year

\_\_\_/\_\_\_

Suppliers

Amount

ATKINSON PRINT

£ 376 : 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, exclusively and necessarily in the performance of my Parliamentary duties.

Signature

[Redacted Signature]

MP

Date

28/9/07

**Data protection**

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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

# Atkinson Print *Ap*

Invoice

Page 1

IAN WRIGHT

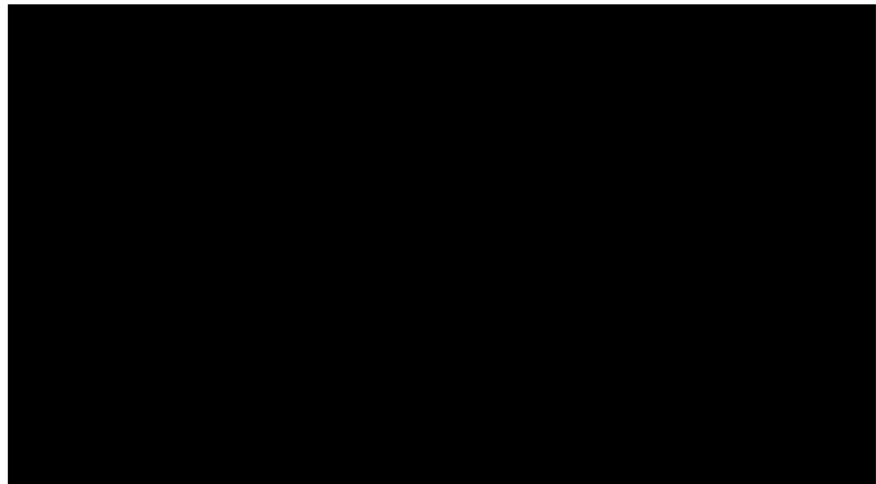
11/09/2007

5000 IN YOUR STREET FLYERS (2500 X A4 2 UP)

320.00

56.00

JOE



Total Net Amount

320.00

Total VAT Amount

56.00

Invoice Total

376.00



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

31 March 2008

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**Your details**

**Name**  
in CAPITAL LETTERS

LIAM WRIGHT

**Constituency**

HARTLEPOOL

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 / / to / / Allowance year /

Suppliers	Amount	Allow	Supp ID	Exp Type
ATKINSON PRINT	84.60 <del>78.00</del>			
	£ : 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 respect of my Parliamentary duties.

**Signature**

[Redacted Signature]

MP

Date

28/03/08

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Initials / Date

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Comments

# Atkinson Print Ap

Telephone: [REDACTED]

Invoice

Page 1

IAN WRIGHT ✓  
[REDACTED]

Invoice No. [REDACTED] ✓

Invoice/Tax Date

29/02/2008 ✓

Order No. [REDACTED]

Account No. [REDACTED]

V.A.T. Registration No. [REDACTED]

TERMS: ONE MONTH NETT

	Net Amount	VAT Amount
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4 - 3 FT X 4 FT MAPS - HARTLEPOOL ✓  
JOB [REDACTED]

72.00

12.60

Total Net Amount

72.00

Total VAT Amount

12.60

Invoice Total

84.60



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**Your details**

**Name**  
in CAPITAL LETTERS

IAIN WRIGHT

**Constituency**

HARTLEPOOL

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 \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_

**Allowance year**

2007/2008

**Suppliers**

**Amount**

Suppliers	Amount
<u>HARTLEPOOL BOROUGH COUNCIL</u>	<u>£ 42 00 p</u>
_____	£ _____ 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**

18/11/07

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Initials / Date

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Comments

# SALES INVOICE



**HARTLEPOOL**  
BOROUGH COUNCIL

Invoice Address
Ian Wright MP [REDACTED]



CUSTOMER Ac/No. [REDACTED]

SALES INVOICE

DATE ISSUED

25/10/2007 ✓

DATE DUE

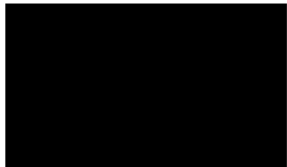
24/11/2007

Enquiries To: [REDACTED] [REDACTED]

DESCRIPTION	QUANTITY	PRICE	VAT Rate	AMOUNT
Hire of a room in West View CC on 29/09/07 [REDACTED]	3.0000	14.00	0.00	42.00
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

VAT REG NO: [REDACTED]

PAYMENT ADDRESS :



SUB TOTAL	42.00
TOTAL VAT	0.00
TOTAL AMOUNT	42.00

## REMITTANCE ADVICE SLIP

PLEASE RETURN WITH YOUR PAYMENT OR QUOTE YOUR CUSTOMER NO. AND INVOICE NO. WITH YOUR PAYMENT TRANSFER

DATE ISSUED	CUSTOMER NAME	CUSTOMER NO.	TOTAL AMOUNT	SALES INVOICE
25/10/2007	Ian Wright MP	[REDACTED]	42.00	[REDACTED]



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**Your details**

**Name**  
in CAPITAL LETTERS

IAN WRIGHT

**Constituency**

MERTLEPOOL

Office use only Cost

**Claim details**

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*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**

2007/2008

**Suppliers**

**Amount**

Suppliers	Amount
MERTLEPOOL BOROUGH COUNCIL	£ 42 00 p
	£ : p
	£ : p
	£ : p
	£ : p
	£ : p
	£ : p
	£ : p

Office use only

**Authorisation and declaration**

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

**Signature**

[Redacted Signature]

**MP**

**Date**

25/10/07

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Initials / Date

Validation completed

Comments

[Redacted]

[Redacted]

Tel: [Redacted]  
Fax: [Redacted]  
DX: [Redacted]



**HARTLEPOOL**  
BOROUGH COUNCIL

[Redacted]

[Redacted]

Email: [Redacted]

Ian Wright MP

[Redacted]

[Redacted]

[Redacted]

**IMMEDIATE ATTENTION REQUIRED**

[Redacted]

Date: 18/10/2007

Dear Sir / Madam

According to my records you have failed to pay the invoice(s) below.

[Large redacted area]

Customer Account: [Redacted]

Balance Outstanding : £42.00

Due Date	Invoice Number	Description	Invoice Amount	Invoice Balance
28/09/2007	[Redacted]	HIRE OF BRIDGE COMMUNITY	£42.00	£42.00

[Redacted]