



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.

VALIDATION
15 OCT 2007
RECEIVED

Your details

Name
in CAPITAL LETTERS

JIM COUSINS ✓

Constituency

NEWCASTLE CENTRAL

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 01/09/07 to 30/09/07

Allowance year

07/08

Suppliers

Amount

ROYAL BANK OF SCOTLAND	£ _____ p
COMMERCIAL SERVICES LTD	£ 756.00 p
LEAFLET DISTRIBUTION UK LTD	£ 1,332.45 p
_____	£ _____ p
_____	£ _____ p
_____	£ _____ p
_____	£ _____ p
_____	£ _____ p

Office use only
Allow. / Supp ID / Exp.Type

Authorisation and declaration

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

Signature

[Redacted Signature]

MP

Date

4.10.07

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.

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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

DAVE DENT PRINTERS

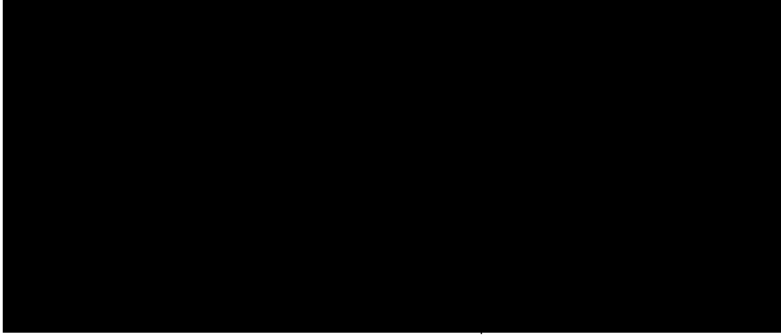


DATE	CUSTOMER ORDER No.	INVOICE
13-9-07		No [REDACTED]

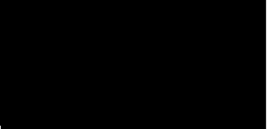
INVOICE TO
 JIM COUSINS M.P.

CONTACT NAME _____ TEL NO: _____

QUANTITY	DESCRIPTION	£	p
25800	A3 FOLDED LEAFLETS "NEWS FROM JIM COUSINS"	756	00



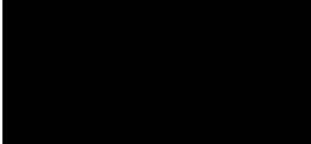
756	00
ZERO	VAT
756	00



Leaflet-Distribution Uk Ltd (Head Office)

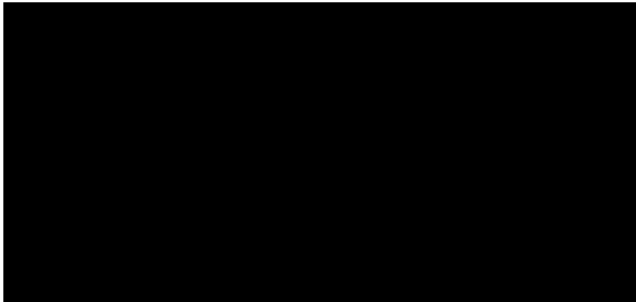


Jim Cousins, M.P.



Invoice

Your Reference No	TAX DATE	INVOICE NO
	28/09/2007	

DESCRIPTION	QTY	RATE	VAT	AMOUNT
Distribution of leaflets in newcastle wards	25,200	0.045	198.45	1,134.00
				

SUBTOTAL	1,134.00
VAT TOTAL	198.45
Total	£1,332.45





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Your details

Name
in CAPITAL LETTERS

JIM COUSINS

Constituency

NEWCASTLE CENTRAL

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 26 / 11 / 07 to 3 / 12 / 07

Allowance year

07 / 08

Supplier

Amount

Right up Your Street

£ 129.25 p

£ _____ p

£ _____ p

£ _____ p

£ _____ p

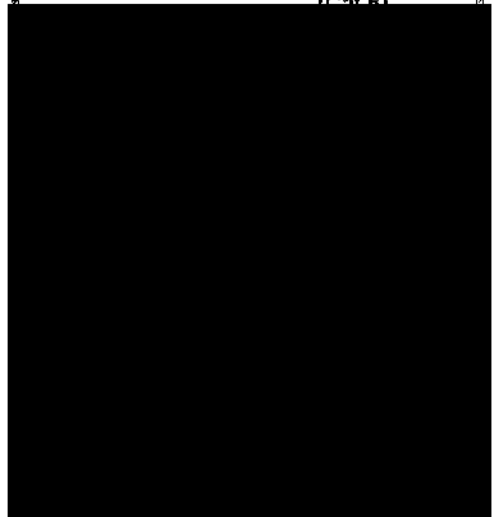
£ _____ p

£ _____ p

£ _____ p

Office use only

Allow. / Supp ID / Exp.Type
(Cat 5)



Authorisation and declaration

Signature



MP

Date

3.12.07

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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

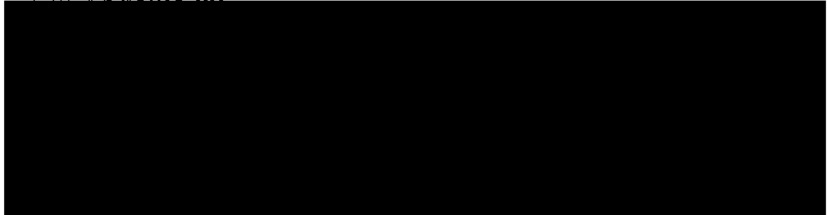
Initials / Date

Validation completed

Comments



Jim Cousins MP

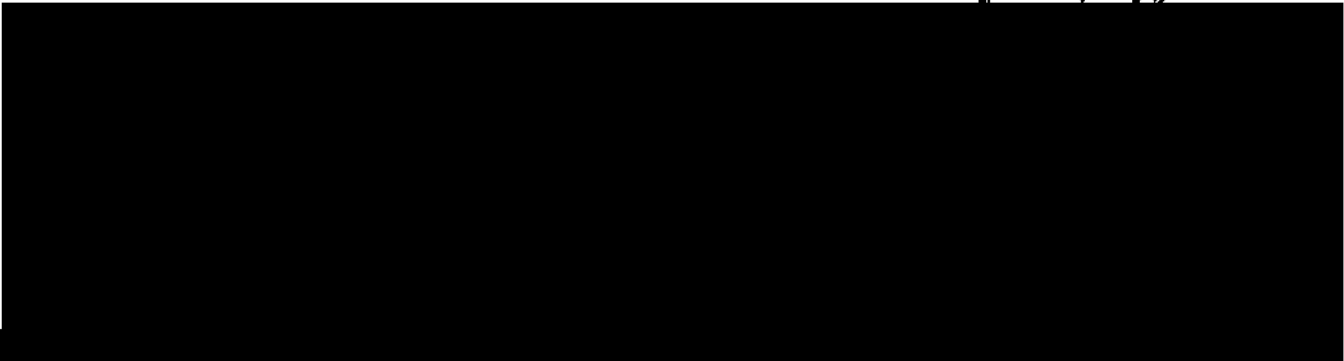


Date:	26/11/2007
Invoice Number:	[Redacted]
Customer Number:	[Redacted]
Your Reference:	[Redacted]
Payment Due:	05/12/2007

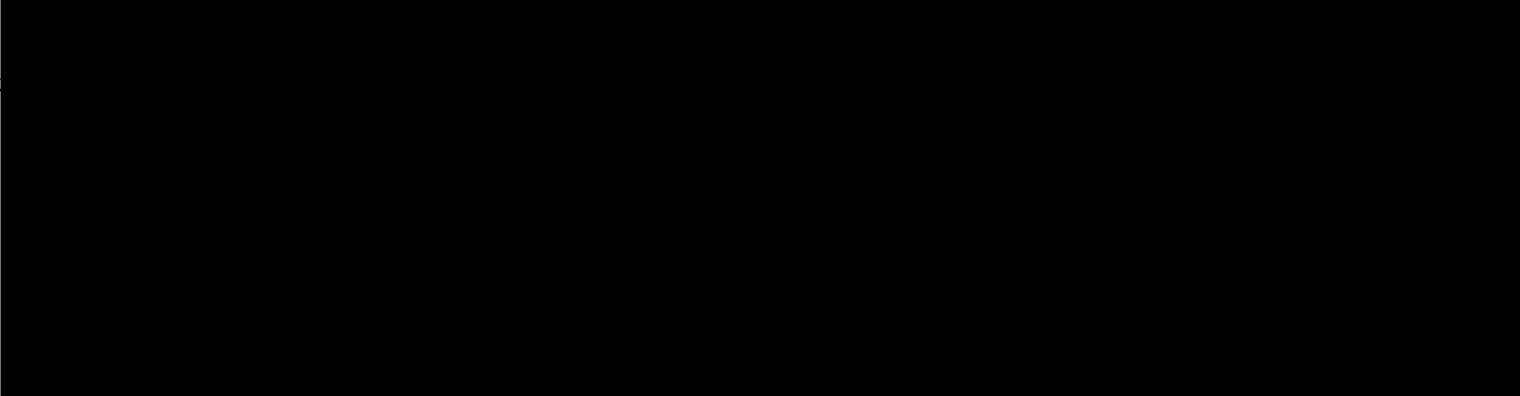
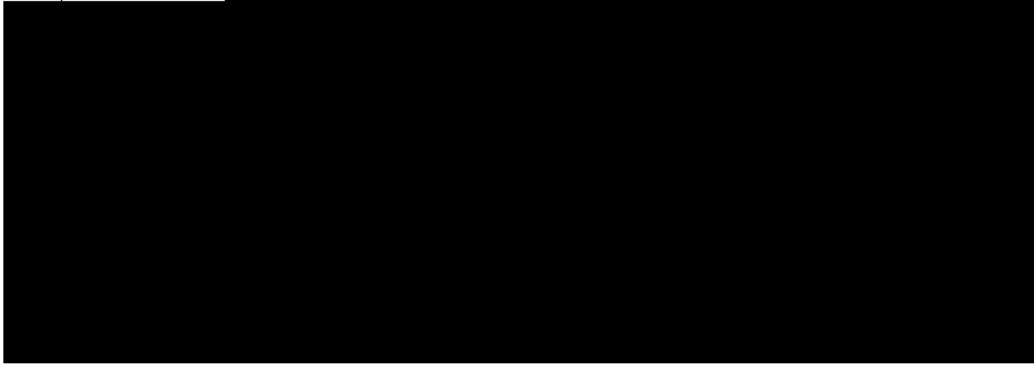
TO SECURE PLACEMENT OF YOUR ADVERT PLEASE ENSURE PAYMENT IS MADE BY THE DUE DATE

Description	Size	Duration	Cost
Advert in Jesmond RUYS	Full back page	Dec	£110.00

H [Redacted]
 If you wanted to book future editions please could you let me know as soon as possible?
 These are allocated upon payment so the sooner we know the sooner we can sort things out.
 Cheers



Total Net Amount:	£110.00
Total VAT Amount:	£19.25
Invoice Total:	£129.25





Communications Allowance
Direct payment of suppliers

Comms2

page 1 of 2

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Your details

Name
in CAPITAL LETTERS

JIM COUSINS

Constituency

NEWCASTLE CENTRAL

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

07/08 ✓

Suppliers

Amount

Royal Mail (freight parcels)	£ 145 : 09 p ✓
STAPLES	£ 200 : 00 p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
	£ 145.09 ✓

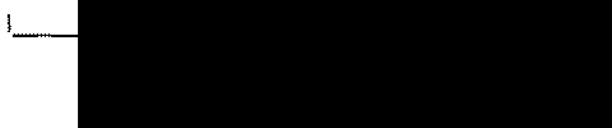
Office use only
Allow. / Supp ID / Exp.Type
(Cat 5)



Authorisation and declaration

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

Signature



MP

Date

28.3.2008

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	<input type="text"/>
Comments	

To
JIM COUSINS MP

Invoice
for your reducing
balance account

Account held at
JIM COUSINS MP

Customer account number
[REDACTED]

Terms
21 days

Please pay by
13 Apr 2008

Docket no.	Posting date	Sender's ref.	Format	Service	Quantity	Weight(kg)	Unit cost (£)	Net value	VAT
------------	--------------	---------------	--------	---------	----------	------------	---------------	-----------	-----

Opening balance on account 26.63 CR

Payment received - thank you 50.00 CR

15 Dec 2007 [REDACTED] RESPONSE SERVICES 0.24 E

NE1 5DW [REDACTED] Letter 1 item £0.235

Breakdown w/e 15 Dec 2007	Mon	Tue	Wed	Thu	Fri	Sat	Total
Items @ £0.235	0	0	1	0	0	0	1
Totals	0	0	1	0	0	0	1

05 Jan 2008 [REDACTED] RESPONSE SERVICES 0.24 E

NE1 5DW [REDACTED] Letter 1 item £0.235

Breakdown w/e 05 Jan 2008	Mon	Tue	Wed	Thu	Fri	Sat	Total
Items @ £0.235	0	0	0	0	1	0	1
Totals	0	0	0	0	1	0	1

Amount carried forward to next page 0.48

Total amount due

£145.09



Royal Mail

Invoice

Invoice Number

Customer account number

Invoice Date

23 Mar 2008

Page

2 of 2

Amount brought forward

0.48

Docket no.	Posting date Postbr	Sender's ref. Contract no	Format	Service	Quantity	Weight(kg)	Unit cost (£)	Net value	VAT	
	23 Feb 2008			RESPONSE SERVICES	1			0.24	E	
			Letter	1 item			£0.235			
Breakdown w/e 23 Feb 2008										
				Mon	Tue	Wed	Thu	Fri	Sat	Total
				0	0	0	0	1	0	1
				0	0	0	0	1	0	1

26 Mar 2008

FREEPOST NAME LICENCE

171.00

E

Total Net

171.72

Total VAT

E = exempt

0.00

Total

171.72

Including this usage your balance is now

95.09

DR

To maintain your credit balance please pay

145.09



Communications Allowance
Member's reimbursement form

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

JIM COUSINS

Constituency

NEWCASTLE CENTRAL

Office use only

Costs

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 ___/___/___ to ___/___/___

Allowance year

07/08 ✓

Description of service or goods

Amount

Description of service or goods	Amount
Stamps	£ 1200 : 00 p ✓
	£ : p
	£ : p
	£ : p
	£ : p
	£ : p
	£ : p

Total

£ 1200 : 00 p ✓

Office use only

Allow / Exp Type (cat5)

Authorisation and declaration

I claim reimbursement of these costs which I incurred wholly, exclusively and necessarily in

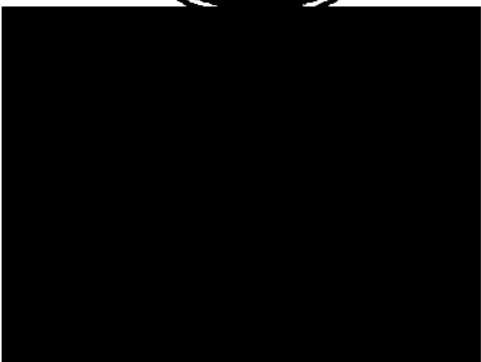
Signature

[Redacted Signature]

MP

Date

28.3.2008



Post Label A		
1 @	8.83	8.83
S/a 2ndx100		
50 @	24.00	1200.00

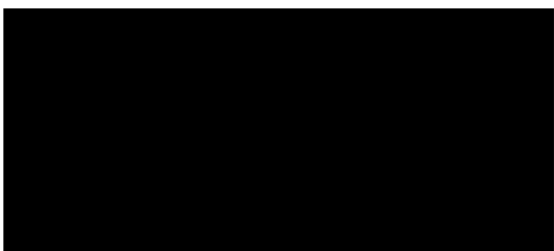
TOTAL DUE TO POST OFFICE 1208.83

Mastercard FROM CUSTOMER 1208.83
BALANCE 0.00

Account Details



Amount: £1208.83





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Your details

Name
in CAPITAL LETTERS

JIM COUSINS

Constituency

NEWCASTLE CENTRAL

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 ___/___/___ to ___/___/___

Allowance year

07/08

Suppliers

Amount

RIGHT UP YOUR STREET

£ 240.88 p

* Please update account
information

£ _____ p

£ _____ p

£ _____ p

£ _____ p

£ _____ p

£ _____ p

£ _____ p

Office use only

Allow. / Supp ID / Exp.Type
(Cat 5)

Authorisation and declaration

Signature

[Redacted Signature]

Date

17/3/2008

Costs incurred wholly,
on Parliamentary duties.



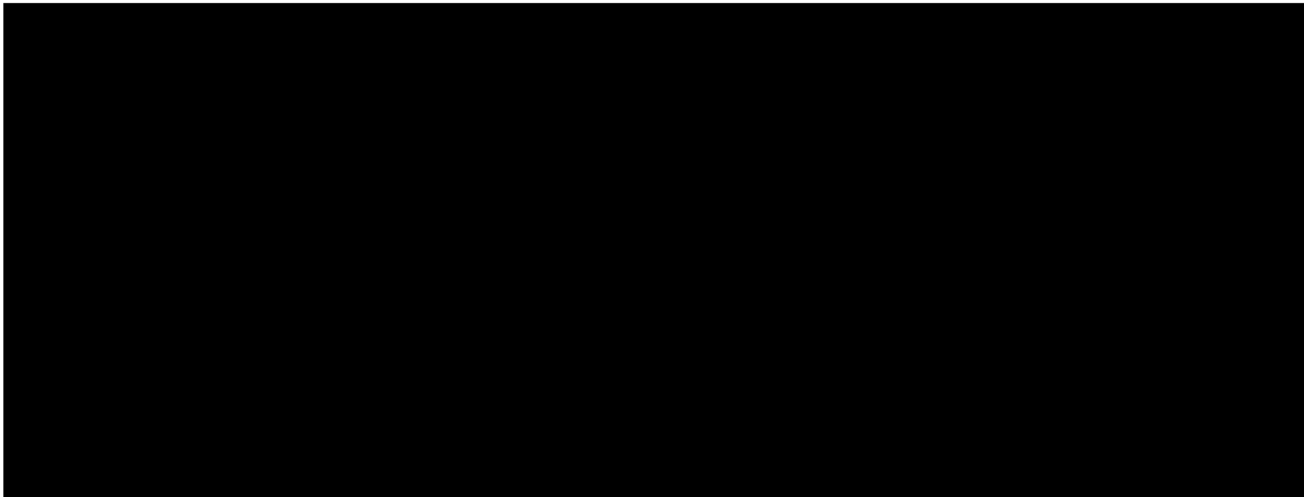
Jim Cousins MP



Date:	10/03/2008
Invoice Number:	[Redacted]
Customer Number:	[Redacted]
Your Reference:	[Redacted]
Payment Due:	15/03/2008

TO SECURE PLACEMENT OF YOUR ADVERT PLEASE ENSURE PAYMENT IS MADE BY THE DUE DATE

Description	Size	Duration	Cost
Advert in Jesmond RUYS	Full back page	Apr	£110.00
Advert in Kenton RUYS	Full inside page	Apr	£95.00



Total Net Amount:	£205.00
Total VAT Amount:	£35.88
Invoice Total:	£240.88





Communications Allowance
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27 MAY 2008

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Your details

Name in CAPITAL LETTERS

JIM COUSINS

Constituency

NEWCASTLE CENTRAL

Office use only

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

1/1/07 to 31/3/08

Allowance year

07/08

Suppliers

Amount

DAVE DENT PRINTERS

£ 253.00 p v

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

£ : P

£ : P

£ : P

£ : P

£ : P

£ : P

£ : P

£ 253.00 v

Authorisation and declaration

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

Signature

MP

Date

31.5.08

Data protection

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Office use only

Initials / Date

Validation completed

Comments



DAVE DENT PRINTERS

DATE	CUSTOMER ORDER No.	INVOICE
31-3-08		

INVOICE TO
JIM COUSINS MP

QUANTITY	DESCRIPTION	£	p
5000	CALLING CARD LEAFLETS	253	00

SUB TOTAL	253	00
V.A.T.	ZERO	VAT

DUE 253 00