



FINANCE & ADMINISTRATION HOUSE OF COMMONS

Communications Allowance Direct payment of suppliers

28 JAN 2008

Comms2

page 1 of 2

28 JAN 2008

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

JIM KNIGHT MP

Constituency

SOUTH DORSET

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 01/01/08 to 30/01/08

Allowance year

2007/2008

Suppliers

Amount

Smart office systems

£5000.00 p

£ : p

£ : p

£ : p

£ : p

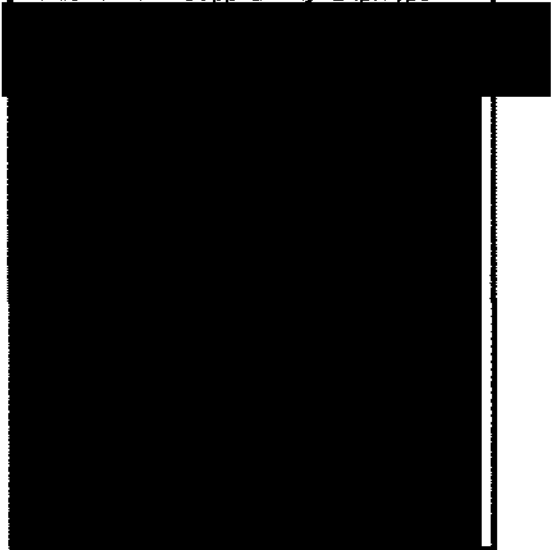
£ : p

£ : p

£ : p

Office use only

Allow. / Supp ID / Exp.Type



29/01/08

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

25/1/08

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 SW1AA

Office use only	
	Initials / Date
Validation completed	<input type="text"/>
Comments	
<div style="border: 1px solid black; height: 150px;"></div>	

Smart Office Systems Limited

Invoice

Page 1

Jim Knight MP

22/01/2008

Quantity Details

Unit Price Net Amount VAT Rate VAT

1.00	MZ770 Two Colour System- To be paid within 7 days o	4,255.31	4,255.31	17.50	744.68
	Serial Number: [REDACTED]				
	Installed: 22.01.08				
1.00	Remainder of Invoice for [REDACTED] to be paid before 01.02.08	1,939.68	1,939.68	17.50	339.44

Total Net Amount 6,194.99
Carriage Net 0.00
Total VAT Amount 1,084.12
Invoice Total 7,279.11

21st December 2007

Jim Knight M.P.

Payment Schedule

<u>Item</u>	<u>Cost inc. VAT</u>	<u>Date Due</u>
Riso MZ770 System Payment 1	£5,000.00	7 Days from delivery
Riso MZ770 System Payment 2	£2,279.13	1 st April 2008

Notes

~~Annual Service Package Contract is to be paid in advance at either £595.00 + VAT per year or £148.75 + VAT per Quarter.~~

Inks and Masters to be purchased as and when needed.

Authorised Signature Customer



Communications Allowance
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Name
in CAPITAL LETTERS

JIM KNIGHT MP

Constituency

SOUTH DORSET

Office use only	Costs	[REDACTED]
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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 2007, 2008

[REDACTED]

Suppliers	Amount
Bath Midway Litho limited	£ 2550 : 00 p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
[REDACTED]	£ _____ : _____ p
_____	£ _____ : _____ p
[REDACTED]	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p

Office use only	Allow.	Supp ID	Exp.Type
			(Cat 5)
[REDACTED]			

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]

MP

Date

19/10/07

Data protection

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Initials / Date

Validation
completed**Comments**

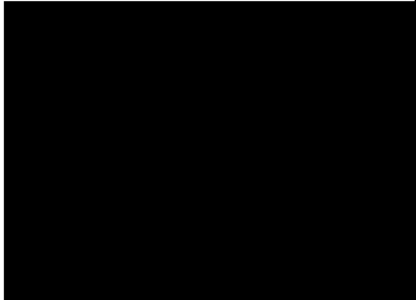
BATH MIDWAY LITHO LIMITED



Invoice to: The Hon. Jim Knight M.P.


Invoice No: 
Date/Tax Point: 30 September 2007
Job No.: 
Cust. Order No.:

Invoice

Quantity:	Description:	Price £	VAT %	VAT £
	Annual Report Production of your Annual Report as estimated, including delivery to Exeter. 40,000 copies for:	2,550.00	nil	nil
				

Total Price:	2,550.00
Total VAT at Current Rate:	nil
Total Amount Due:	2,550.00

