



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

27 Dec 2007

**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

JOHN SMITH

**Constituency**

VALE OF GLAMORGAN

Office use only

Costs



**Claim details**

You can only request payment to suppliers for goods and services directly relating to Communications Allowance.  
 Please ensure you attach all supplier invoices.

**Period of claim**

from 05/12/07 to 1/1/08

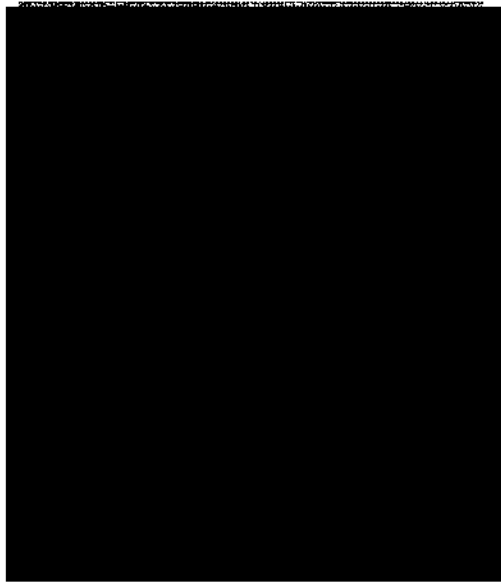
**Allowance year**

07/08

**Suppliers**

**Amount**

Suppliers	Amount
<u>VIKING DIRECT</u>	<u>£ 161.91 p</u>
_____	£ _____ p
_____	£ _____ p
_____	£ _____ p
_____	£ _____ p
_____	£ _____ p
_____	£ _____ p
_____	£ _____ p



**Authorisation and declaration**

I confirm that the above information is true and correct in respect of costs incurred wholly, exclusively for the purpose of my Parliamentary duties.

**Signature**

[Redacted Signature]

**MP**

**Date**

17/12/07

**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' Estimates, 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

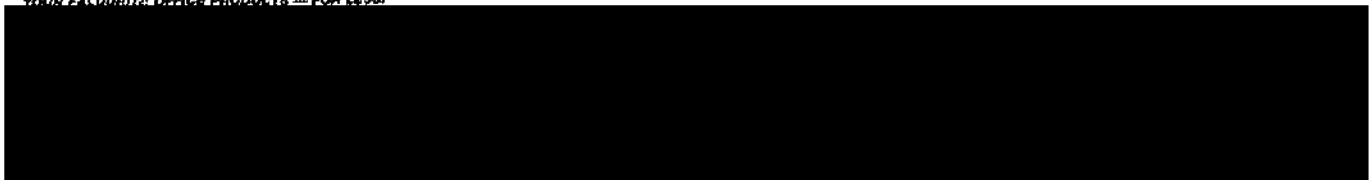
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**Office use only**

Initials / Date

Validation completed

Comments



COUNT No.	DATE	INVOICE No.	YOUR REFERENCE	DATE ENTERED	DATE DESPATCHED
00	5/12/07			5/12/07	5/12/07

**TERMS: NETT 30 DAYS**



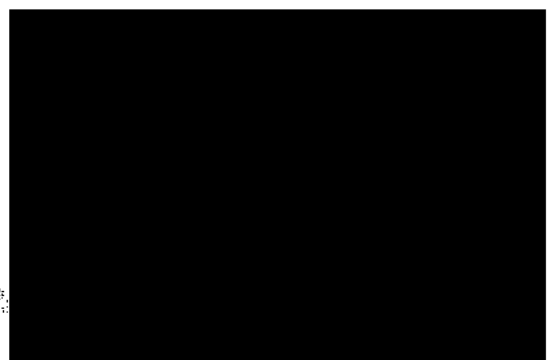
John Smith MP



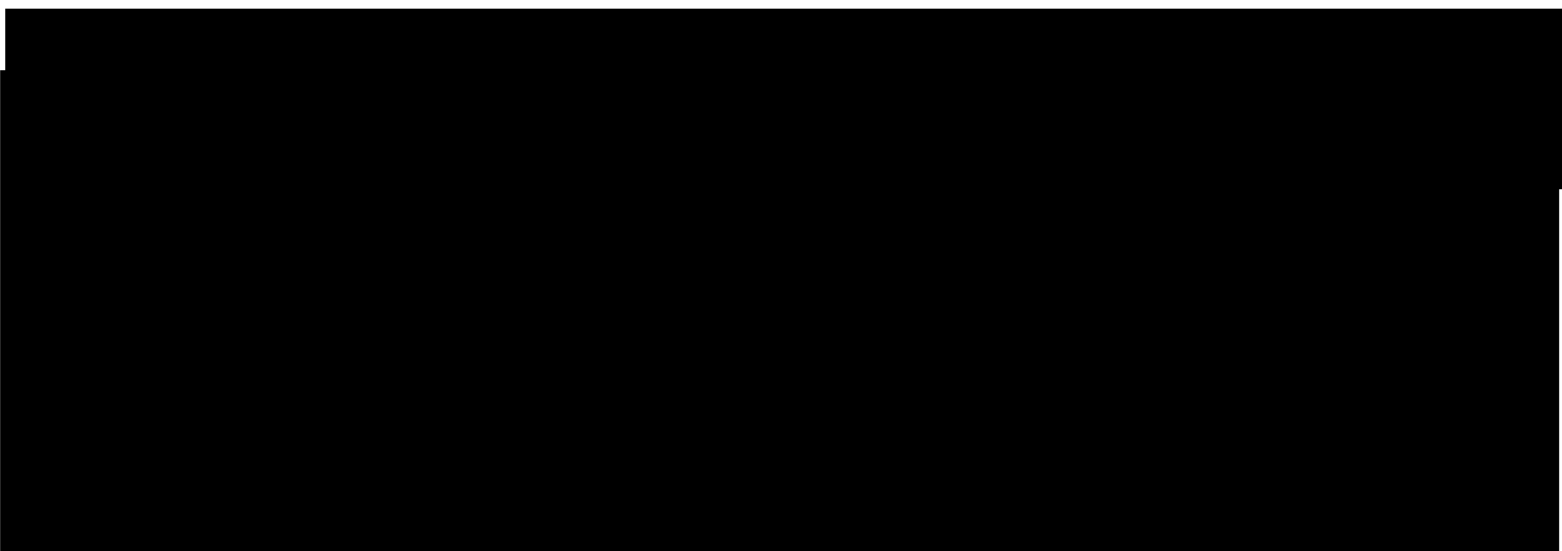
B/NO

All goods remain property of Viking Direct until invoice is settled in full

DESCRIPTION	CATALOGUE NUMBER	QTY DESPATCHED	VAT %	LIST PRICE	YOUR COST	NETT COST
VIKING IMPERIAL A4 PAPER	A32-VIP	10 RM	17.5	12.89	4.790	47.90
VIKING IMPERIAL A3 100GS	A32-976049	10 RM	17.5	25.79	8.990	89.90
*****						
* Ensure you have got everything for Christmas. Visit <a href="http://www.viking-direct.co.uk">www.viking-direct.co.uk</a> and *						
* click on our Christmas store to view our latest Christmas 'MUST HAVES'. *						
*****						



							AMOUNT DUE
TOTAL VALUE AT LIST PRICE	YOU SAVED THIS AMOUNT	NETT TOTAL	CARRIAGE	PROTECTION PLUS	V.A.T.	PAID IN ADVANCE	PLEASE PAY THIS AMOUNT
386.80	249.00	137.80	FREE	.00	24.11	.00	161.91







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**Your details**

Name  
in CAPITAL LETTERS

JOHN SMYTH MP

Constituency

VALLE OF GLAMORGAN

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 01/02/08 to 1/1/

Allowance year

07/08

Suppliers

Amount

Suppliers	Amount
<u>GLAMORGAN GEM LTD</u>	<u>£6,168.75</u> p
_____	£ _____ p
_____	£ _____ p
_____	£ _____ p
_____	£ _____ p
_____	£ _____ p
_____	£ _____ p
_____	£ _____ p

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



**Authorisation and declaration**

I confirm the accuracy of the information in respect of costs incurred wholly,  
exclusive of any other source, in the performance of my Parliamentary duties.

Signature

[Redacted Signature]

MP

Date

07/02/08

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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**

011445 774468

INVOICE TO:

JOHN SMITH M.F

Invoice Date:

01 February 2008

Invoice No:

Account No:

Ordered By:

Order No.:

DETAILS: 4 PAGES MONO COLOUR

EDITIONS

SIZE

RATE

DISCOUNT/VAT RATE

NET AMOUNT

31ST JANUARY 2008

GROUP DISPLAY

1152

12.50

63.54

17.50

5,250.00

TOTAL

5,250.00

VAT TOTAL

918.75

INVOICE TOTAL

£6,168.75



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### Your details

Name  
in CAPITAL LETTERS

JOHN SMITH

Constituency

VALE OF GLAMORGAN

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 13/03/08 to

to

1/1/

Allowance year

1/

Suppliers

Amount

GLAMORGAN GEM LTD £6168.75 p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

Office use only

Allow. /

Supp ID /

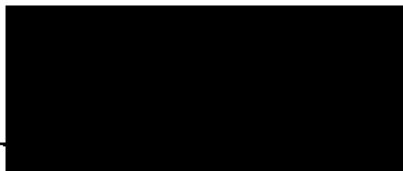
Exp. Type



### Authorisation and declaration

are in respect of costs incurred wholly,  
performance of my Parliamentary duties.

Signature



MP

Date

17/03/08

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Initials / Date

Validation completed

Comments

12 MAR 2008

INVOICE TO:

Invoice Date:

10 March 2008 ✓

JOHN SMITH M.P. ✓

Invoice No.

Account No.

Ordered By:

Order No.

DETAILS: 4 PAGE WRAP

EDITIONS	SIZE	RATE	DISCOUNT	VAT RATE	NET AMOUNT
13TH MARCH 2008					
GROUP DISPLAY	1152	12.50	63.54	17.50	5,250.00

<del>£</del> TOTAL	5,250.00
VAT TOTAL	918.75
INVOICE TOTAL ✓	£6,168.75



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**Constituency**

VALE OF GLAMORGAN

Office use only Cost

**Claim details**

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 Please ensure you attach all supplier invoices.

**Period of claim** from 05/03/08 to / / Allowance year / /

Suppliers	Amount
Newsquest	587.50 <del>2350</del> P
"	£ 587.50 P
"	£ 587.50 P
"	£ 587.50 P
	£ : P
	£ : P
	£ : P
	£ : P

Office use only

Allow.	Supp ID	Exp.Type
(Col 5)		

**Authorisation and declaration**

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

**Signature**

[Redacted Signature]

**MP**

**Date**

05/03/08

**Data protection**

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Initials / Date

Validation  
completed

Comments



# Auto Exchange

2 8 FEB 2008 INVOICE

Page 1 of 1

Payment due by: 20/03/2008

Invoice No  
Account No  
Date & Tax Point 22/02/2008

URN  
Size 34x9  
Order No A/A

JOHN SMITH MP

INSERT DATE	PUBLICATION	DESCRIPTION
21/02/2008	Barry & District News	john smith
21/02/2008	barryanddistrictnews.co.uk	john smith
21/02/2008	Penarth Times	john smith
21/02/2008	penarthtimes.co.uk	john smith

Total Net	500.00
Total VAT	87.50
<b>Total Amount Due</b>	<b>587.50</b>

R

Page 1 of 1



# Auto Exchange

INVOICE

Page 1 of 1

Payment due by: 20/03/2008

Invoice No [redacted]  
Account No [redacted]  
Date & Tax Point 22/02/2008

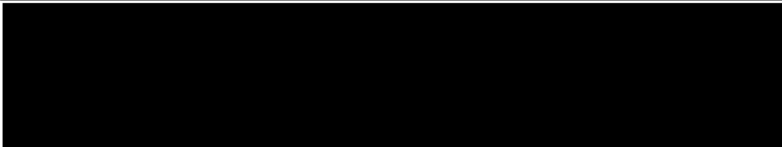
URN [redacted]  
Size 34x9  
Order No A/A

0210 JOHN SMITH MP

INSERT DATE	PUBLICATION	DESCRIPTION
21/02/2008	Barry & District News	john smith
21/02/2008	barryanddistrictnews.co.uk	john smith
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21/02/2008	penarthtimes.co.uk	john smith

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Total VAT	87.50
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REMITTANCE





# Auto Exchange

**INVOICE**

Page 1 of 1

Payment due by: 20/03/2008

Invoice No [REDACTED]  
Account No [REDACTED]  
Date & Tax Point 22/02/2008

URN [REDACTED]  
Size 34x9  
Order No A/A

02:10 JOHN SMITH MP

INSERT DATE	PUBLICATION	DESCRIPTION
21/02/2008	Barry & District News	john smith
21/02/2008	barryanddistrictnews.co.uk	john smith
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21/02/2008	penarthimes.co.uk	john smith

Total Net	500.00
Total VAT	87.50
<b>Total Amount Due</b>	<b>587.50</b>

Invoice  
Amount

the details



# Auto Exchange

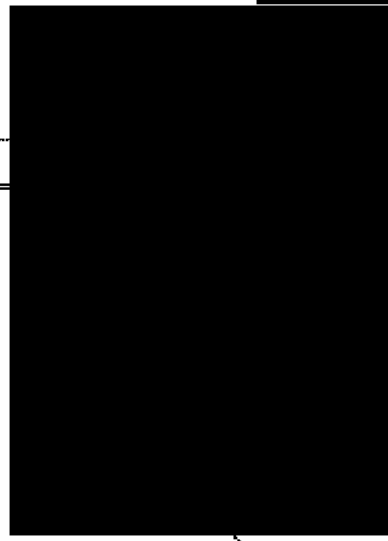


Payment due by: 20/03/2008

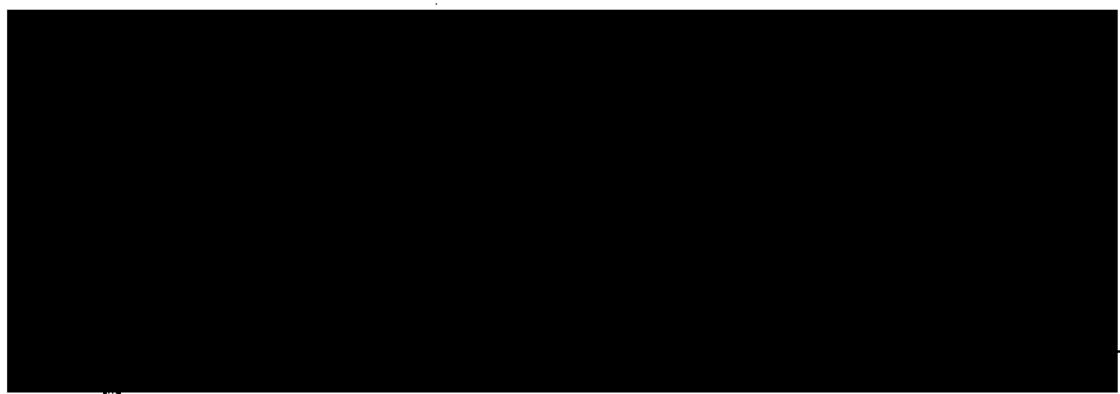
Invoice No [Redacted]  
Account No [Redacted]  
Date & Tax Point 22/02/2008

URN [Redacted]  
Size 34x9  
Order No A/A

0210  
[Redacted]  
JOHN SMITH MP



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21/02/2008	barryanddistrictnews.co.uk	john smith
21/02/2008	Penarth Times	john smith
21/02/2008	penarthtimes.co.uk	john smith



Total Net	500.00
Total VAT	87.50
<b>Total Amount Due</b>	<b>587.50</b>

## REMITTANCE



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