



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: Richard Burden
Constituency: Birmingham Northfield
Office use only Cost: [Redacted]

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 28 / 3 / 08 to 31 / 3 / 08 **Allowance year** 07 / 08

Suppliers	Amount
Public Impact	£ 255 .57 p
Public Impact	£ 1494 .38 p
Public Impact	£ 537 .63 p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p

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

[Redacted]

1749-95911

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] **MP** **Date** 7/04/08

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

Comments

31 MAR 2008

Invoice

Page 1

Richard Burden MP

Invoice No.

Invoice/Tax Date

Cust. Order No.

Account Ref.

10/00/2000

Quantity Details

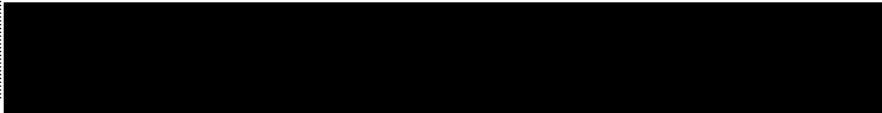
		Unit Price	Net	VAT Rate	VAT
1.00	Printing of 500 How to Contact Your MP Posters	195.00	195.00	17.50	34.13
1.00	Delivery	22.50	22.50	17.50	3.94

29-13
10-44

Total Net Amount 217.50

Total VAT Amount 38.07

Invoice Total 255.57



Invoice

Richard Burden MP



Invoice No.

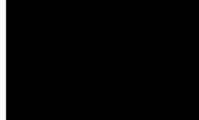


Invoice/Tax Date

28/03/2008

Cust. Order No.

Account Ref.



Quantity Details

Unit Price

Net

VAT Rate

VAT

1.00 Printing of 30K A4 4pp Parliamentary Report Leaflets



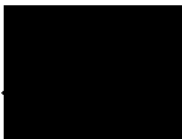
1,418.00

1,418.00

0.00

0.00

1.00 Delivery

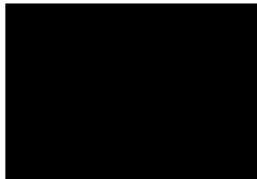
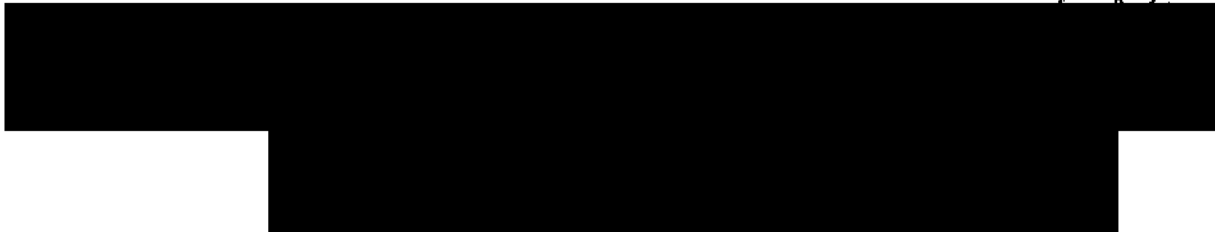


65.00

65.00

17.50

11.38



Total Net Amount

1,483.00

Total VAT Amount

11.38

Invoice Terms: 30 Days

Invoice Total

1,494.38





FINANCE &
ADMINISTRATION
HOUSE OF COMMONS

Communications Allowance

Direct payment of suppliers

Comms2

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When to use this form

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Your details

Name
in CAPITAL LETTERS

RICHARD BURDEN

Constituency

BIRMINGHAM NORTHFIELD

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 28 / 03 / 08

to 23 / 03 / 08

Allowance year

07 / 08

Suppliers	Amount
<u>Midshire Business Systems Ltd</u>	<u>£ 7050 : 00 p</u>
<u>" "</u>	<u>£ 190 : 35 p</u>
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
<u>£ 7,240.35</u>	

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

Signature

[Redacted Signature]

MP

Date

28 / 03 / 08

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

Comments

MIDSHIRE BUSINESS SYSTEMS LTD

INVOICE Date [REDACTED]
Number [REDACTED]

Tel: [REDACTED]
Fax: [REDACTED]
email: [REDACTED]

Invoice Address
RICHARD BURDEN MP
[REDACTED]

Delivery Address
[REDACTED]

Customer reference	Account	Our Ref	Page
[REDACTED]	[REDACTED]	[REDACTED]	1

Stock code	Description	Qty	Unit	Amount
[REDACTED]	RISO Serial : [REDACTED]	1		6000.00

[REDACTED]

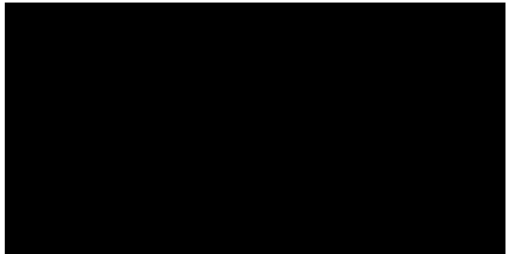
Vat Analysis		
17.50%	6000.00	1050.00

Goods	6000.00
Vat	1050.00
Total	7050.00

[REDACTED]

MIDSHIRE

BUSINESS SYSTEMS LTD



INVOICE Date 20/03/08
 Number

Invoice Address
RICHARD BURDEN MP

Delivery Address



Customer reference	Account	Our Ref	Page
			1

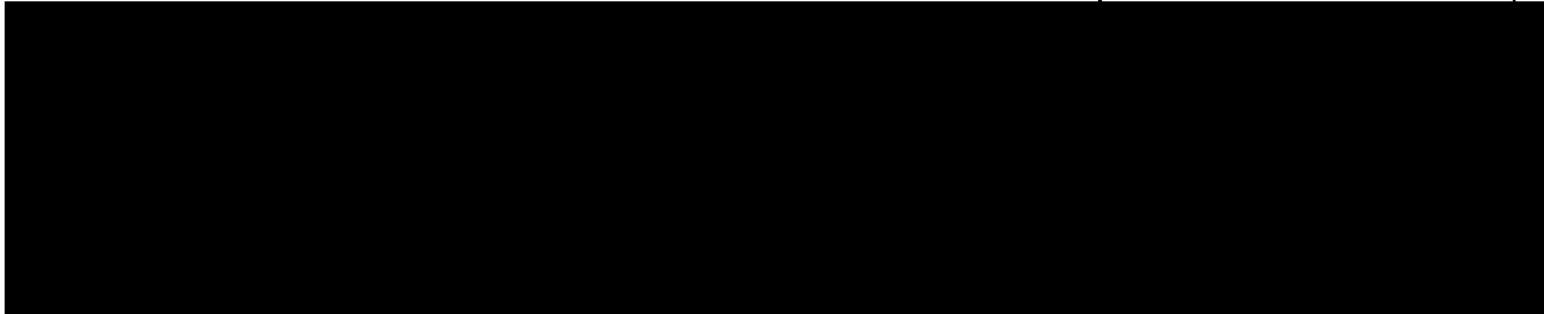
Stock code	Description	Qty	Unit	Amount
S4253E	① BOX	1	EACH	42.00
S4275E	② BOX	1	EACH	57.00
S4247	③ BOX	1		63.00

- ① 42.00 + 7.35 = 49.35 -
- ② 57.00 + 9.98 = 66.98 -
- ③ 63.00 + 11.03 = 74.03 -



Vat Analysis		
17.50%	162.00	28.35

Goods	162.00
Vat	28.35
Total	190.35





Communications Allowance
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VALIDATION
21 JAN 2008
RECEIVED

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Your details

Name in CAPITAL LETTERS

RICHARD BURDEN

Constituency

Birmingham Northfield

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 ___/___/___ to ___/___/___

Allowance year

07, 08

Suppliers

Amount

Public Impact

£ 1338.88 p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

Authorisation and declaration

I certify that the above is a true and correct account of costs incurred wholly, or in part, for the purpose of my Parliamentary duties.

Signature

MP

Date

18/1/08

PUBLIC IMPACT

Invoice

Richard Burden MP

Invoice No. [REDACTED]

Invoice/Tax Date

14/11/2007 [REDACTED]

Cont. Order No. [REDACTED]

Account Ref. [REDACTED]

Quantity Details

Quantity	Description	Disc%	Disc Amount	Net	VAT Rate	VAT
1)	1.00 Leaflets - 2008 Surgery Details 2pp DL Colour 35K	10.00	97.50	877.50	0.00	0.00
2)	1.00 Leaflets - 2008 Surgery Details 2pp A5 Colour 15K	10.00	72.50	652.50	0.00	0.00
3)	1.00 Delivery Scale G	0.00	0.00	115.00	17.50	20.13

Total Net Amount 1,645.00

Total VAT Amount 20.13

Invoice Terms: 30 Days

Invoice Total 1,665.13



Communications Allowance
Direct payment of suppliers

Comms2

page 1 of 2

2007 AON 8 0

0 9 NOV 2007

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Your details

Name in CAPITAL LETTERS

RICHARD BURDEN

Constituency

Birmingham Northfield

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 22/10/07 to 22/10/07

Allowance year

07/08

Suppliers

Amount

Office use only

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

Public Impact

£ 806.11

unseen by QA 11/11

£ : P

£ : P

£ : 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

05/12/07

22 OCT 2007

Invoice

Page 1

Richard Burden MP
[REDACTED]**Invoice No.** [REDACTED]**Invoice/Tax Date**

31/08/2007 [REDACTED]

Cust. Order No.**Account Ref.** [REDACTED]**Quantity Details**

	Unit Price	Net	VAT Rate	VAT
1.00 Additional Print of 5,000 A5 Reports to new design (Print 250, amendments to layout at client request £500)	750.00	750.00	0.00	0.00
1.00 Additional Delivery Costs	47.75	47.75	17.50	8.36

Total Net Amount 797.75**Total VAT Amount** 8.36**Invoice Total** 806.11**Invoice Terms: 30 Days**
[REDACTED]