

Date of Cheque: 1 | 8 | 0 | 3 | 0 | 8

Cheque Number: [Redacted]

Cheque Payee: House of Commons - Members

Account Code	Amount £ p	Cost C	Piro	Who	Exp_Type	Description
[Redacted]	352 50	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	352 50	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	352 50	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	352 50	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
<b>Total</b>	1410 00	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]

COMPLETED BY:

Signature: [Redacted]

Name: [Redacted]

Date: 26-3-08

REMARKS:

Refund against labour Party  
invoices

Please send this form together with the cheque and any background documentation (e.g. invoice or request for payment) to the Finance Office for processing.



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

**Comms2**

page 1 of 2

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

SHONA MUSAAC MCISAAC

Constituency

CLEETHORPES

Office use only

**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 / 2008 to 31 / 3 / 2008 Allowance year 2007 / 2008 ✓

Suppliers

Amount

Annual Report Printing	2,438.00 p ✓
Annual Report delivery	£ 1,817.48 p ✓
"	£ 62.95 p ✓
SOS Riso	£ 7,279.13 p ✓
SOS Maintenance Contract	£ 587.50 p ✓
	£ : p
	£ : p
	£ : p
	£ 12,185.06 ✓

**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

1/4/2008

**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

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**Office use only**

Initials / Date

Validation completed

Comments

Spectrum Print Services

Telephone [REDACTED]

# Invoice

Shona McIsaac MP ✓

Invoice Number [REDACTED] ✓

Invoice Date

25/03/2008 ✓

Cust Order Number [REDACTED]

### Details

Net Amount VAT %

VAT

40,000 4pp A4 NEWSLETTER ✓  
printed in colour on 130gms gloss artpaper  
1,000 delivered to Immingham  
39,000 delivered to Royal Mail, Normanton

2,438.00

0.00

0.00

Total Net Amount

2,438.00

Carriage Net

0.00

Total VAT Amount

0.00

Invoice Total

2,438.00



Royal Mail



Invoice number [redacted]

Invoice date **03 Mar 2008**

Page 1 of 1

# Invoice

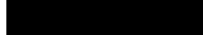
To SHONA MCISAAC MP



Customer account number



Legal entity number



Terms 10 days

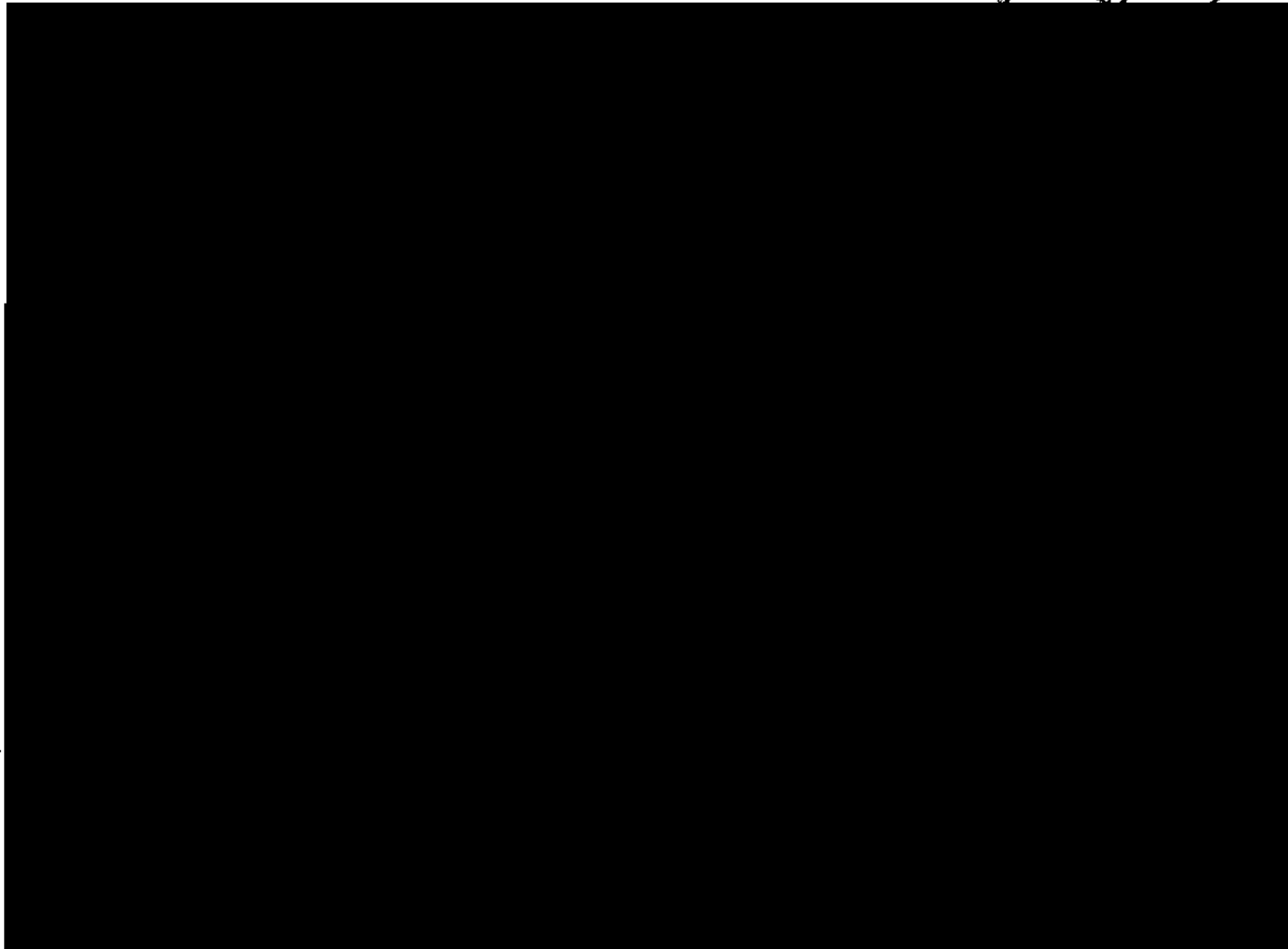
Please pay by 13 Mar 2008

Docket no.	Posting date	Sender's ref.	Format	Service	Quantity	Weight(kg)	Unit cost (£)	Net value	VAT
[redacted]				DOOR TO DOOR	37,474			1,817.48	E
37474 ITEMS AT 4.850 PENCE									

Total Net 1,817.48

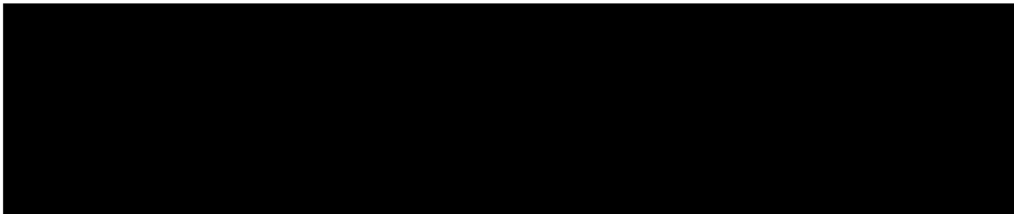
Total VAT E = exempt 0.00

Total 1,817.48





Royal Mail



Invoice number

Invoice date  
**10 Mar 2008**

Page  
1 of 1

# Invoice



To  
SHONA MCISAAC MP ✓



Customer account number



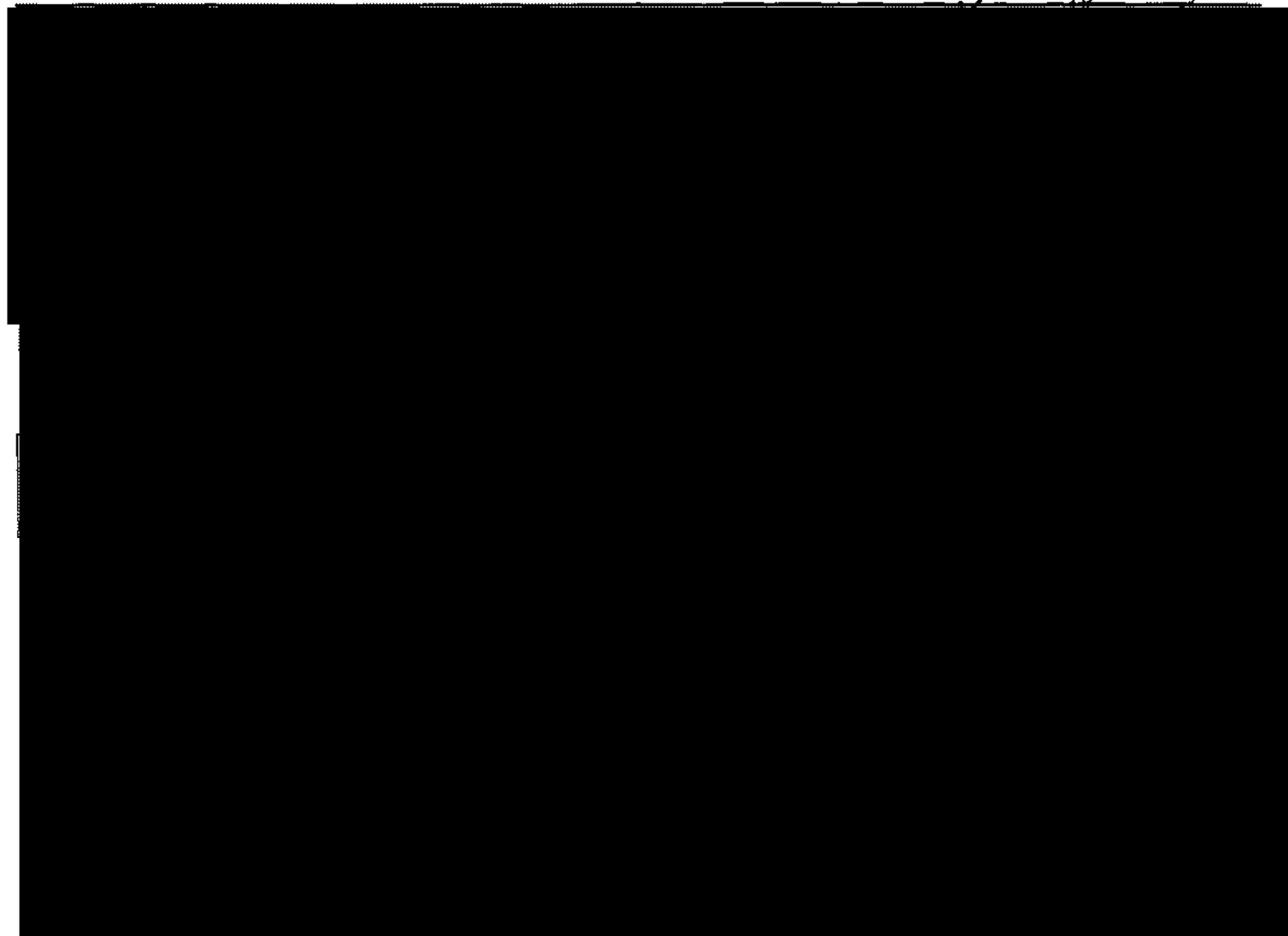
Legal entity number



Terms  
10 days

Please pay by  
**20 Mar 2008**

Docket no.	Posting date Poste	Sender's ref. Contract no.	Format	Service Quantity	Weight(kg)	Unit cost (£)	Net value	VAT
				DOOR TO DOOR ✓ 1,298 1298 ITEMS AT 4.850 PENCE			62.95	E
<b>Total Net</b>							<b>62.95</b>	
<b>Total VAT</b>							<b>0.00</b>	E = exempt
<b>Total</b>							<b>62.95</b>	



# SALES INVOICE



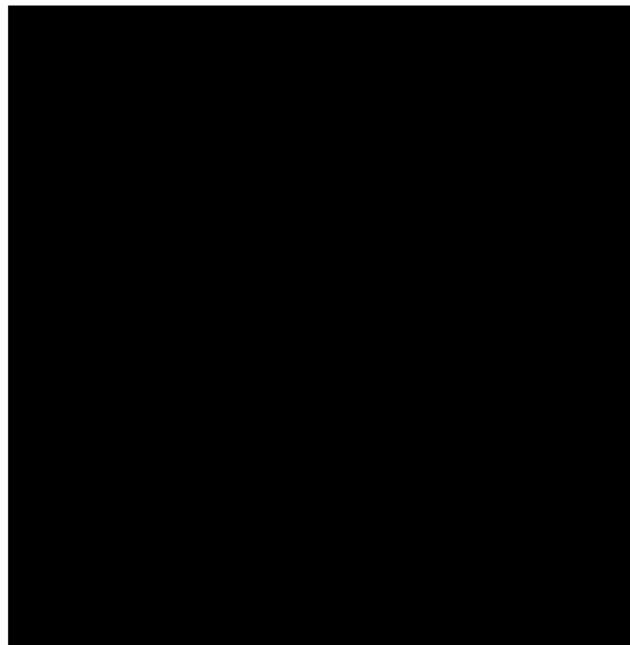
Invoice No. [REDACTED] ✓	Order No. [REDACTED]
Invoice Date. 27/03/2008 ✓	Account No. [REDACTED]

Invoice To. Shona McIsaac MP ✓	Deliver To. Shona McIsaac MP
[REDACTED]	

SOS LTD

[REDACTED]

Qty	Invoice Details	Unit Amount	Net Amount	VAT Amount
1	[REDACTED] Two Colour System ✓ Serial No [REDACTED] Installed 31/03/2008	6,195.00	6,195.00	1,084.13



[REDACTED] ✓ ✓ ✓

Payment Terms: 30 days, due by 26 Apr 2008	NET	£6,195.00
	VAT	£1,084.13
	TOTAL ✓	£7,279.13

# CONTRACT INVOICE



Invoice No. [REDACTED] ✓	Order No. [REDACTED]
Invoice Date. 31/03/2008 ✓	Account No. [REDACTED]

Invoice To.  
Shona Mclsaac MP ✓  
[REDACTED]

SOS LTD  
[REDACTED]

## Invoice Details

Net Amount	VAT Amount
------------	------------

Located at  
Shona Mclsaac MP

[REDACTED]

Item & Serial No

[REDACTED] ✓

Contract No, Period & Type  
[REDACTED] ✓  
31/03/2008 to 30/03/2009  
Fixed Annual

500.00	87.50
--------	-------

[REDACTED]

[REDACTED] ✓ ✓ ✓

Payment terms: 30 days, due by 30/04/2008

NET	£500.00
VAT	£87.50
TOTAL	£587.50



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 SHONA MUSTAC  
in CAPITAL LETTERS  
Constituency CLEETHORPES

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 1 / 1 / 2008 to 31 / 3 / 2008 Allowance year 2007 / 2008 ✓

Description of service or goods	Amount
<u>Telsolutions</u>	£ <u>117</u> : <u>50</u> p ✓
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
<b>Total</b>	£ <u>117</u> : <u>50</u> p ✓

Authorisation and declaration

I claim reimbursement of these costs which I incurred wholly, exclusively and necessarily in the performance of my Parliamentary duties

Signature

Date

1/4/08





Telsolutions Ltd



For the Attention of:  
Shona McIsaac MP



# Invoice

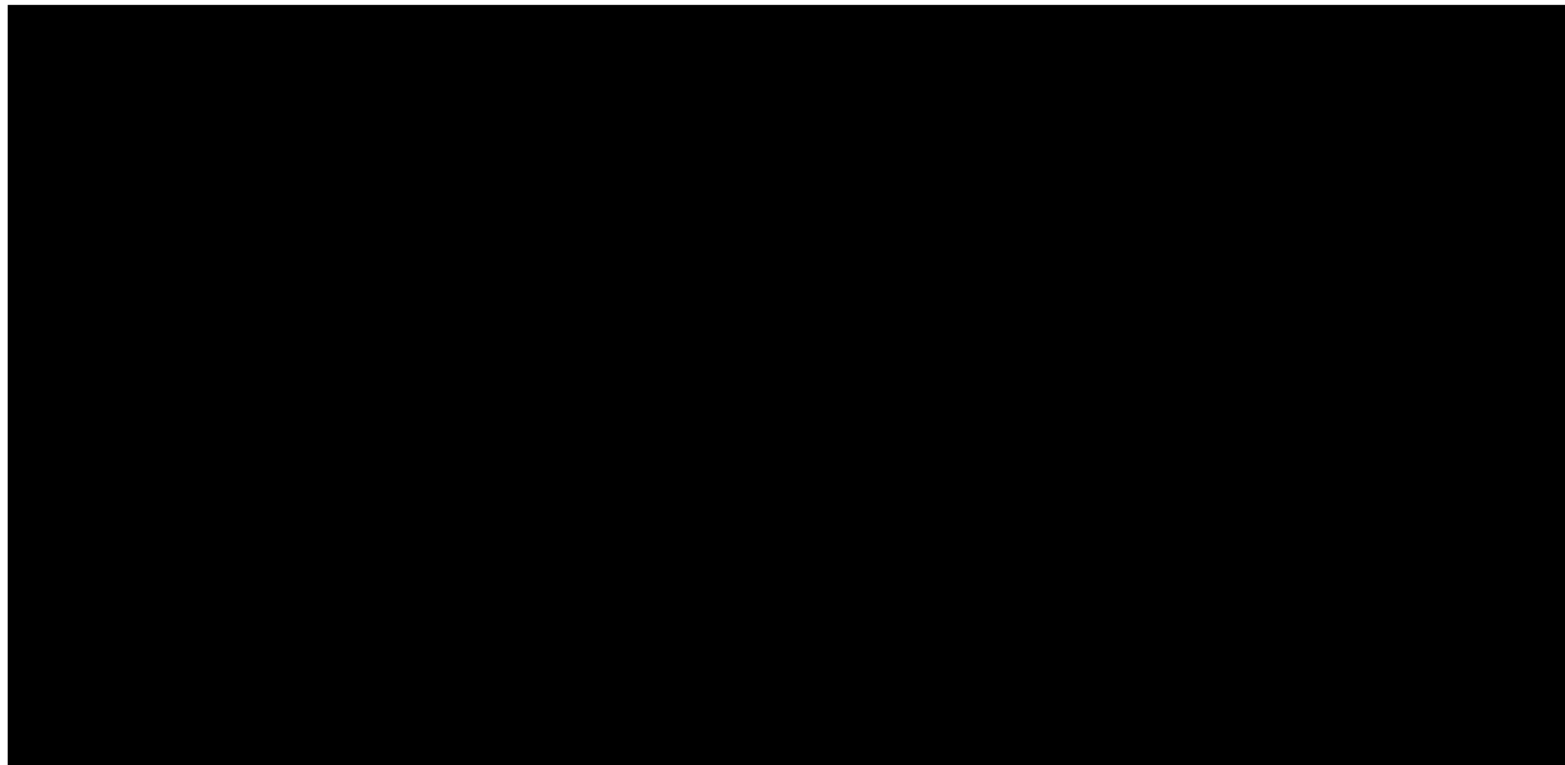
INVOICE #	DATE
	10/03/2008
TERMS	DUE DATE
	17/03/2008



Description	Qty	Rate	Amount
Account Set Up	1	£100	£100.00

Thank you for your business

SUBTOTAL	£100.00
VAT (17.5%)	£ 17.50
TOTAL	£117.50
DEPOSIT	£100.00
BALANCE DUE	£ 17.50





**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

SHONA MUSAAC

Constituency

CLEETHORPES

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 / 11 / 07 to 31 / 1 / 08 Allowance year 2007 / 2008

Suppliers  Amount

<u>Public Impact</u>	<u>£ 1069.16</u> p
<u>Public Impact</u>	<u>£ 1126.66</u> p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p

**Authorisation and declaration**

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

Signature

MP

Date

21 2 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

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**Office use only**

Initials / Date

Validation  
completed

Comments

FEB 2008

Shona McIsaac MP

Invoice No.

Invoice/Tax Date

31/12/2007

Cust. Order No.

Account Ref.

**Quantity Details**

Unit Price	Net	VAT Rate	VAT
1,045.00	1,045.00	0.00	0.00
69.50	69.50	17.50	12.16

1.00 Re-print - 40K DL 2008 Surgery leaflets

1.00 Delivery

**Total Net Amount 1,114.50**

**Total VAT Amount 12.16**

**Invoice Terms: 30 Days**

**Invoice Total 1,126.66**

## Invoice

Page 1

Shona McIsaac MP

Invoice No. [REDACTED]

Invoice/Tax Date

14/11/2007

Cust. Order No.

Account Ref. [REDACTED]

### Quantity Details

		Disc%	Disc Amount	Net	VAT Rate	VAT
1.00	Leaflets - 2008 Surgery Details 2pp DL Colour 40K	10.00	104.50	940.50	0.00	0.00
1.00	Delivery Scale G	0.00	0.00	109.50	17.50	19.16

**Total Net Amount**

1,050.00

**Total VAT Amount**

19.16

**Invoice Total**

1,069.16

**Invoice Terms: 30 Days**



Communications Allowance  
Member's reimbursement form

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 If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name  
in CAPITAL LETTERS

SHONA MCISAAC

Constituency

CLEETHORPES

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 1/11/07 to 31/1/08 Allowance year 2007/2008

Description of service or goods

Amount

Post-Office - Postage	£ 240.00 p
" - "	£ 240.00 p
" - "	£ 4.30 p
	£ : p
	£ : p
	£ : p
	£ : p

Total

484.30p

Authorisation and declaration

I claim reimbursement of these costs which I incurred wholly, exclusively and necessarily in the performance of my Parliamentary duties.

Signature

MP

Date

21 2 2008

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Send your completed form to

Validation Team, Operations Directorate,  
Department of Finance & Administration, House of Commons, London SW1A 0AA

**Office use only**

Initials / Date

Input subtotals per Cat 5

Validation completed

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£ 484.30
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£
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Comments

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Communications Allowance  
Direct payment of suppliers

04 FEB 2008

When to use  
this form

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About filling in  
this form

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If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name  
in CAPITAL LETTERS

SHONA KUSAK

Constituency

CLEETHORPES

Office use only

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 1/12/07 to 31/12/07

Allowance year

07/08

Suppliers

Amount

Public Impact

£ 1,069.16p

£ : 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

1/2/08

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Validation Team, Operations Directorate,  
Department of Finance & Administration, House of Commons, London SW1AA

---

**Office use only**

Initials / Date

Validation completed

Comments

[REDACTED]

Shona McIsaac MP

[REDACTED]

29<sup>th</sup> Jan 08

Dear Sirs

SECOND REMINDER

RE:- Overdue Account £1069.16 - invoice [REDACTED] dated 14<sup>th</sup> Nov 07

According to our records your outstanding account in the sum of £1069.16 has not been paid. Under our terms and conditions it is now overdue for payment. We therefore look forward to receiving payment by return.

[REDACTED]