



Communications Allowance
Direct payment of suppliers

Comms2

page 1 of 2

18 USC 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

STEPHEN HERBURN

Constituency

JARROW

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 20/11/07 to

Allowance year

07/08

Suppliers

Amount

SMITH BROS

£ 6,843.68 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, in respect of my Parliamentary duties.

Signature

MP

Date

20/11/07

**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.

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).

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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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<b>Office use only</b>	
	Initials / Date
Validation completed	<input type="text"/>
<b>Comments</b>	





FINANCE & ADMINISTRATION  
HOUSE OF COMMONS

# Communications Allowance

## Direct payment of suppliers

COMMS1  
Comms2

page 1 of 2

18 DEC 2007

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### Your details

Name in CAPITAL LETTERS

STEPHEN HEARBURN

Constituency

JARROW

Office use only

Costs

### Claim details

You can only request  
Please ensure

- payment to suppliers for goods and services directly related to the performance of my Parliamentary duties.
- you attach all supplier invoices.

2007

Period of claim

from 6/12/07 to 1/1/08

Allowance year

07/08

Amount

ACCENT DIST SERVICES £ 564.60 p

Office use only

### Authorisation and declaration

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

Signature

MP

Date

17/12/07

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# Accent Distribution Services

STEPHEN HEPBURN MP

Document No

Document Date

Order No.

Account Ref.

06/12/2007

**Details**

**Unit Price Disc Amount Net Amount VAT % VAT**

Distribution Dates: 07/12/07  
 Price: £120 per thousand Amount: 4,000  
 Area Postcodes:   
 Product Name: Stephen Hepburn calendar  
 Payment Date: ASAP

480.00 0.00 480.00 17.50 84.00

<b>Total Net Amount</b>	480.00
<b>Total VAT Amount</b>	84.00
<b>Invoice Total</b>	564.00

E

**Invoice**

**From**



**To:**

STEPHEN HEPBURN MP



Invoice No.



Invoice / Tax Date

06/1:

Customer Order No.

Account No.



Unit Price	Disc Amt	Net	VAT Rate
480.00	0.00	480.00	

