



**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 SW1A 0AA

**Office use only**

Initials / Date

Input subtotals per Cat 5

Validation completed

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£ 6,958.00
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£
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**Comments**



2nd class stamp		
2500 @ 0.24		600.00
TOTAL DUE TO POST OFFICE		600.00
Cheque	FROM CUSTOMER	600.00
BALANCE		0.00

Thank You



SAS bk 2nd x 12		
166 @ 2.88		478.08

TOTAL DUE TO POST OFFICE		478.08
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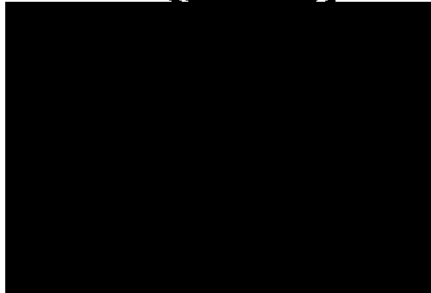
Cash	FROM CUSTOMER	478.08
BALANCE		0.00

Thank You



S/a 2ndx100		
20 @ 24.00		480.00
TOTAL DUE TO POST OFFICE		480.00
Cash	FROM CUSTOMER	480.00 ✓
BALANCE		0.00

Thank You



S/a 2ndx100		
5 @ 24.00		120.00
TOTAL DUE TO POST OFFICE		120.00
Cheque	FROM CUSTOMER	120.00
BALANCE		0.00

Thank You



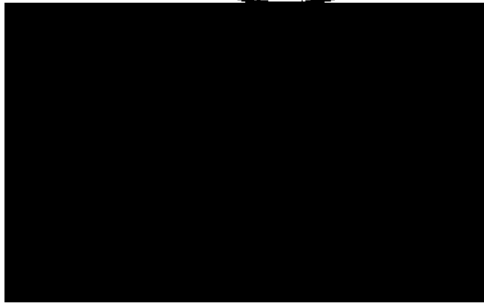
SAS bk 2nd x 12		
150 @ 2.88		432.00
2nd class stamp		
400 @ 0.24		96.00
S/a 2ndx100		
8 @ 24.00		192.00
TOTAL DUE TO POST OFFICE		720.00
Cheque	FROM CUSTOMER	720.00 /
BALANCE		0.00

Thank You



SAS bk 2nd x 12		
41 @ 2.88		118.08
2nd class stmp		
8 @ 0.24		1.92
TOTAL DUE TO POST OFFICE		120.00
Cheque	FROM CUSTOMER	120.00 /
BALANCE		0.00

Thank You



2nd class stamp		
3000 @ 0.24		720.00
TOTAL DUE TO POST OFFICE		720.00
Cash	FROM CUSTOMER	720.00
BALANCE		0.00

Thank You



2nd class stamp		
9000 @ 0.24		2160.00
2nd class stamp		
6500 @ 0.24		1560.00
TOTAL DUE TO POST OFFICE		3720.00
Cheque	FROM CUSTOMER	3720.00
BALANCE		0.00

Thank You



Communications Allowance

Comms2

page 1 of 2

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

STEPHEN HESFORD

Constituency

WIRRAL WEST

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 1 / 10 / 07 to 31 / 10 / 07

Allowance year

07 / 08

Suppliers

Amount

WIRRAL PRESS

£ 332.00 p

— II —

£ 1759.00 p

VIKING DIRECT

£ 161.42 p

— II —

£ 464.60 p

CURRE BUSINESS SERVICES LTD

£ 98.54 p

£ : p

£ : p

£ : p

TOTAL 2815.56

Office use only

Allow. / Supp ID / Exp.Type

Authorisation and declaration

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

Signature

MP

Date

23/10/07

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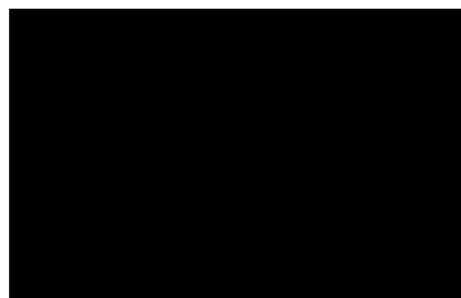
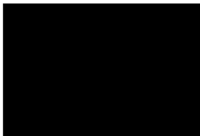
Validation  
completed**Comments**

# SALES INVOICE

# The Wirral Press

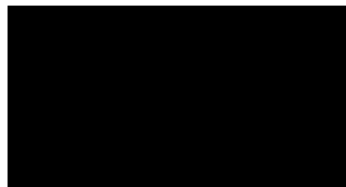
Printers & Stationers

Mr S Hesford MP

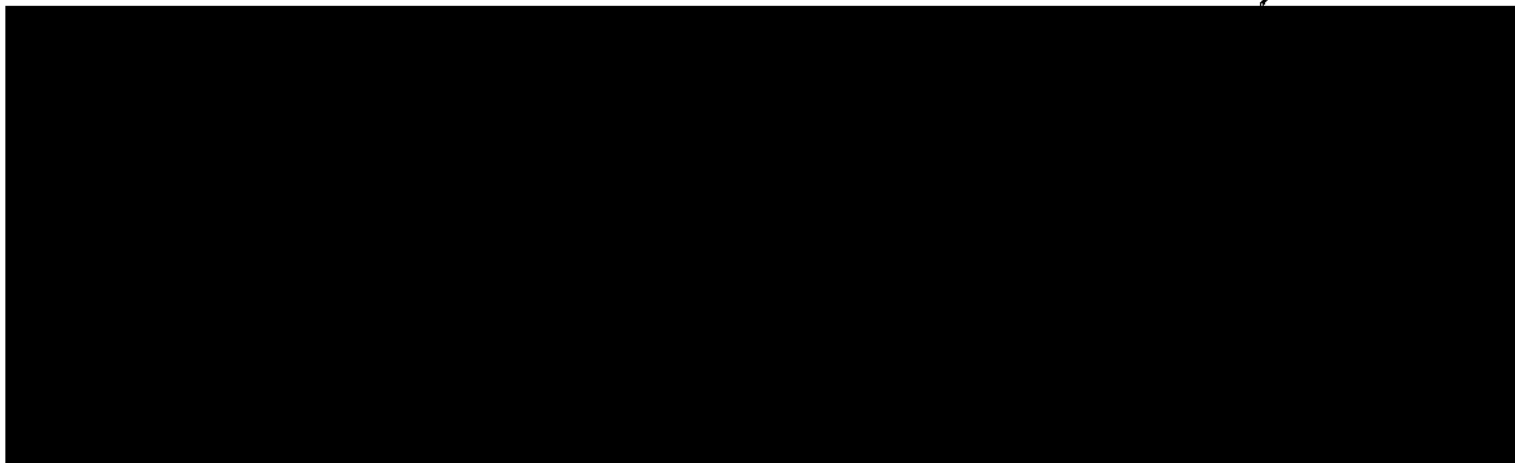


INVOICE NO:	[REDACTED]	DATE:	09.10.07 ✓
YOUR ORDER NO:	[REDACTED]	DELIVERY NOTE NO:	[REDACTED]

Description	£	p
9,000 Annual Parliamentary Report (Wirral West Constituency) printed in colour (full bleed) to both sides on A3 silk art paper (folded to A4)	332	00
Delivery	FOC	



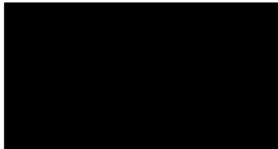
Net	£	
Zero	£332	00
VAT	£	
<b>TOTAL</b>	<b>£332</b>	<b>00</b>



# SALES INVOICE

# The Wirral Press

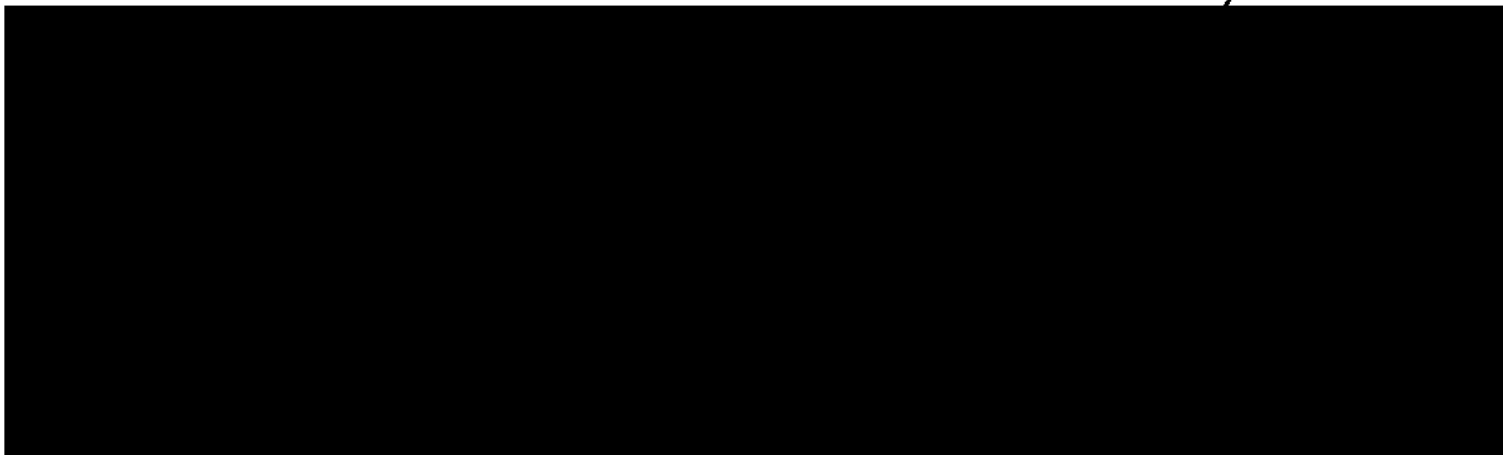
Mr S Hesford MP

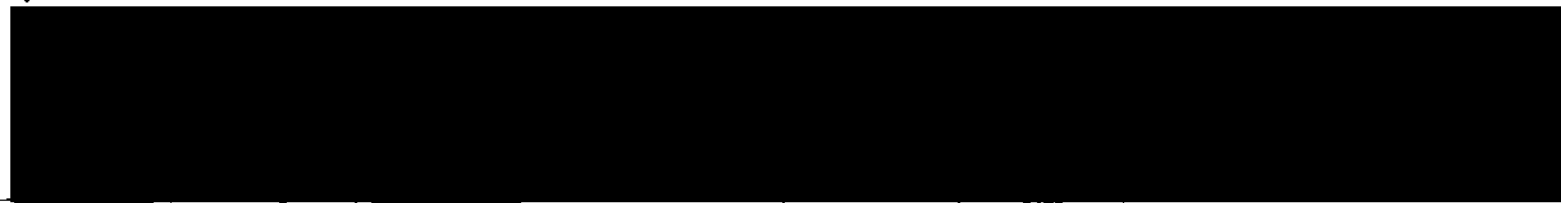


INVOICE NO:	[REDACTED]	DATE:	05.10.2007
YOUR ORDER NO:	[REDACTED]	DELIVERY NOTE NO:	[REDACTED]

Description	£	p
20,000 Annual Parliamentary Report (Wirral West Constituency) printed in colour (full bleed) to both sides on A3 silk art paper (folded to A4)	1759	00
Delivery	FOC	
[REDACTED]		

Net	£	
Zero	£1759	00
VAT	£	
TOTAL	£1759	00





DATE / 07 [REDACTED] DATE ENTERED [REDACTED] DATE / 00 [REDACTED] 1  
 Stephen Hesford MP . Stephen Hesford MP

**TERMS: NETT 30 DAYS**



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

5C S/S	DESCRIPTION	ENV C5	QTY BY DESPATCHED	VAT %	LIST PRICE	YOUR COST	NETT GROSS
	MP3 DOCKING STATION	AC8-PRSPEAKER	1 EA				.00
	BISCUITS	A29-PRCHALBISC	1 BX				.00



<b>TOTAL VALUE AT LIST PRICE</b>	<b>YOU SAVED THIS AMOUNT</b>	<b>NETT TOTAL</b>	<b>CARRIAGE</b>	<b>PROTECTION</b>	<b>V.A.T.</b>	<b>PAID IN ADVANCE</b>	<b>PLEASE PAY THIS AMOUNT</b>	<b>AMOUNT DUE</b>
134.82	0.00	134.82	FREE	PLUS 2.56	24.04			161.42 ✓

1

1

ACC#	DATE 0/07	INV	REFERENCE	DATE ENTERED	DATE /00 DESPATCHED
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Stephen Hesford MP

Stephen Hesford MP

**TERMS: NETT 30 DAYS**

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

DESCRIPTION	CATALOGUE NUMBER	QTY DESPATCHED	BY BX	VAT-%	LIST PRICE	YOUR COST	NETT COST
5C S/S MANILLA ENV C5	Q20-KD41577	40	RM	17.5	25.68	7.190	200.60
30% FSC SELTION A4	Q2H-IQSELB	20	RM	17.5	14.32	4.790	95.80
HIFI SET	Y29-PRHIFI6	1	BX				.00

<b>TOTAL VALUE AT LIST PRICE</b> 50	<b>YOU SAVED THIS AMOUNT</b> 20	<b>NETT TOTAL</b> 395.40	<b>CARRIAGE</b> FREE	<b>PROTECTION</b> PLUS .00	<b>V.A.T.</b> 69.20	<b>PAID IN ADVANCE</b>	<b>PLEASE PAY THIS AMOUNT</b>	<b>AMOUNT DUE</b> 464.60
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