



Communications Allowance
Direct payment of suppliers

Comms2

page 1 of 2

When to use this form

Use this form to ask us to pay your suppliers for 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 TIMMS

Constituency

EAST HAM

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 \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_

Allowance year

07/08

Suppliers

Amount

Black + White Multimedia £ 528.75 p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

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

Signature

MP

Date

1 Oct 2007

**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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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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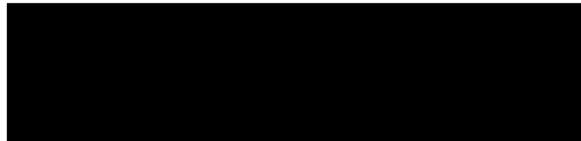
**Office use only**


Initials / Date





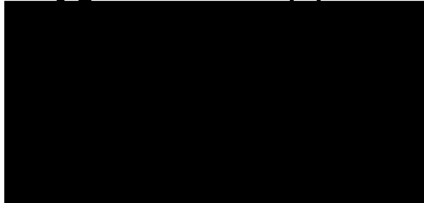

Validation  
completed

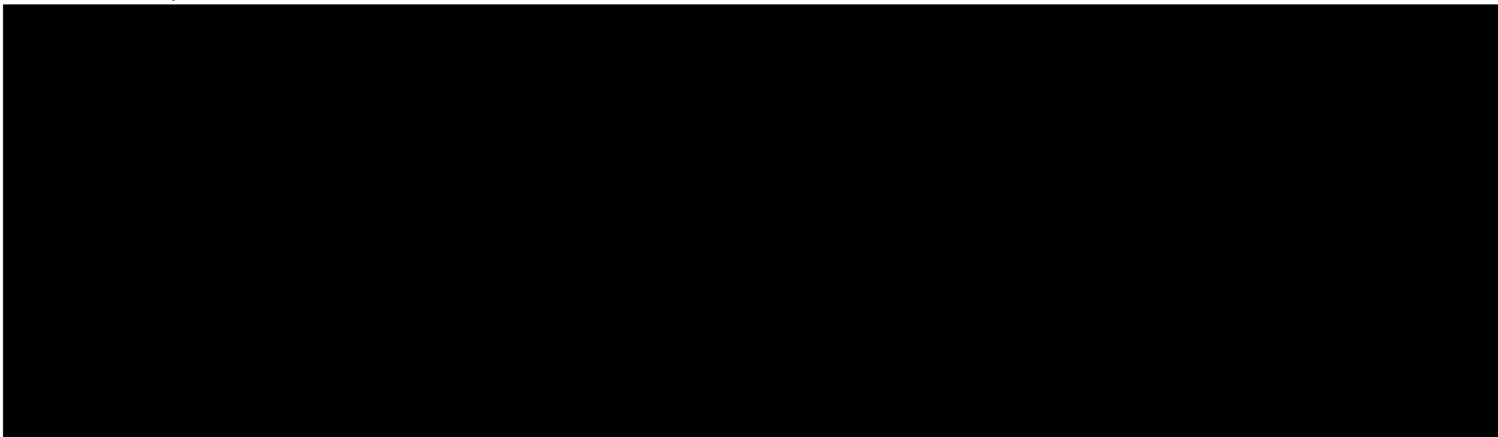
Comments

# INVOICE



To:  Stephen Timms MP

Account Code	Invoice Date	Payment Date	Reference	Invoice No
	07/08/2007	14/08/2007		
Description				Net Value(£)
Website design 2nd stage payment				450.00
 				
(Advance £480+ Vat received thanks)				
				Net Amount 450.00
				Vat Amount 78.75
				Invoice Total 528.75





FINANCE & ADMINISTRATION HOUSE OF COMMONS

# Communications Allowance

## Direct payment of suppliers

Comms2

page 1 of 2

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### Your details

Name in CAPITAL LETTERS

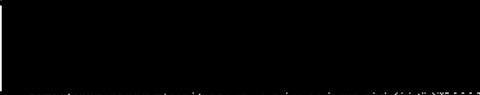
STEPHEN TIMMS MP

Constituency

EAST HAM

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 03/03/08 to 03/03/08

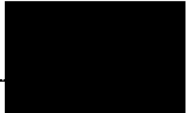
Allowance year

07/08

Suppliers

Amount

GREATRAF ON (LIMITED)



£2643 : 75 p

£ : p

£ : p

£ : p

£ : p

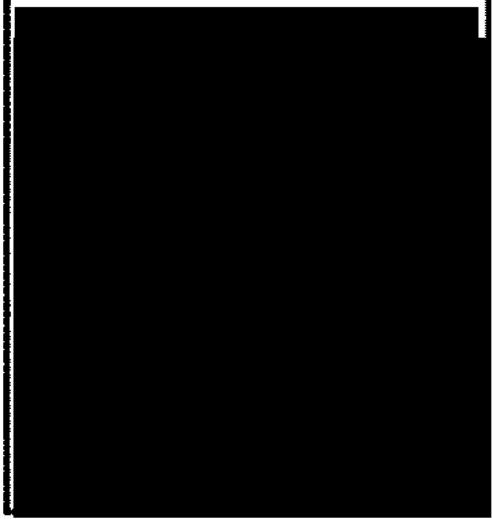
£ : p

£ : p

£ : p

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



MP

Date

4 MARCH 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

# Greatbatch Limited



Stephen Timms  
[Redacted]



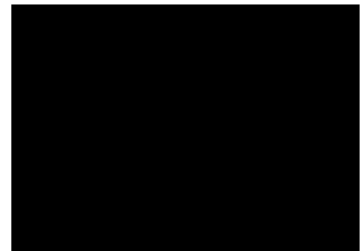
NOTES  
[none]



Date: **28/02/2008**  
Customer: [Redacted]  
Job: [Redacted]  
Order No: [Redacted]

Description	Qty.	Amount (£)
Distribution of 45,000 single page annual report leaflets to map area supplied at £50 per thousand plus vat	45000	2250.00

Thurs 13/03/08 to Sat 15/03/08



Subtotal (£) 2250.00  
VAT (£) 393.75  
**Total (£) 2643.75**

Payment Terms: **Prepayment**

With Compliments. [Redacted]





Communications Allowance
Direct payment of suppliers

6 MAR 2008

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Your details

Name in CAPITAL LETTERS

STEPHEN TIMMS MP

Constituency

EAST HAM

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 24 / 03 / 08

Allowance year

07 / 08

Suppliers

Amount

Jupiter Associates

£1647.00 p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

B1 OK

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

MP

Date

24 MAR 2008

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**Office use only**

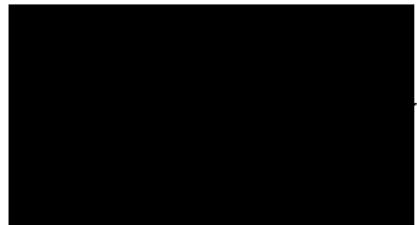
Initials / Date

Validation  
completed

Comments



**INVOICE**



**Stephen Timms MP**  
[Redacted]

Invoice No. [Redacted]  
Date **12/03/08**  
Your Order No. [Redacted]  
Our Ref No. [Redacted]

**[Redacted] NEWSLETTER**

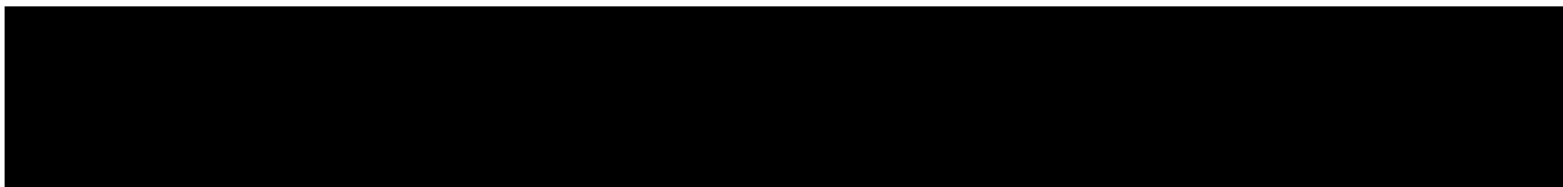
Print in four colour process throughout onto 115gsm gloss art. Trim, fold once, pack and deliver to Westminster and Barnet  
Quantity 45,500

1,647.00



Total Net Amount	1,647.00
Total Tax Amount	0.00
Invoice Total	1,647.00

**TERMS: 30 DAYS FROM DATE OF INVOICE**





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**Direct payment of suppliers**

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**Your details**

Name  
in CAPITAL LETTERS

STEPHEN TIMMS MP

Constituency

EAST HAM

Office use only

Cost: [REDACTED]

**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

Jupiter Associates

£ 133 : 95 p

£ \_\_\_\_\_ : \_\_\_\_\_ p

£ \_\_\_\_\_ : \_\_\_\_\_ p

£ \_\_\_\_\_ : \_\_\_\_\_ p

£ \_\_\_\_\_ : \_\_\_\_\_ p

£ \_\_\_\_\_ : \_\_\_\_\_ p

£ \_\_\_\_\_ : \_\_\_\_\_ p

£ \_\_\_\_\_ : \_\_\_\_\_ p

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]

MP

Date

11 March 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**




 Stephen Timms MP  


invoice No. 

Date 06/03/08

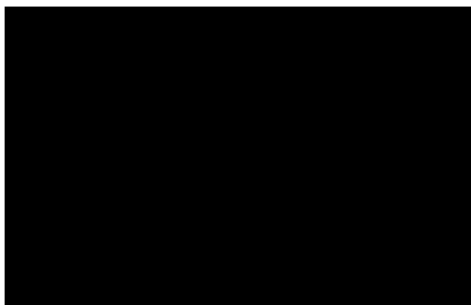
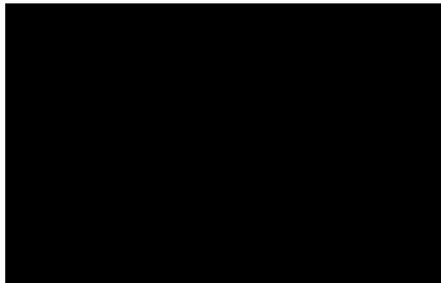
Your Order No. 

Our Ref No. 

 POSTERS

Print in four colour process one side only onto 150gsm gloss art. Trim, pack and deliver to London  
Quantity 500

114.00



Total Net Amount 114.00

Total Tax Amount 19.95

Invoice Total 133.95

TERMS: 30 DAYS FROM DATE OF INVOICE

