



Communications Allowance  
Direct payment of suppliers

MEMBERS

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.

BUDGETS

Your details

Name in CAPITAL LETTERS

MRS SUSAN VERONICA KRAMER MP

Constituency

RICHMOND PARK

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 24 / 03 / 2008 to 24 / 03 / 2008 Allowance year 2007 / 2008

Suppliers

Amount

Suppliers	Amount
PARK COMMUNICATIONS LTD	£1,292.50
	£ : p
	£ : p
	£ : p
	£ : p
	£ : p
	£ : p
	£ : p
	£ : p
	£ : p
	£ 1292.50

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

28 May '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.

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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

**Park** COMMUNICATIONS

Invoice



Invoice date: 24 March 2008

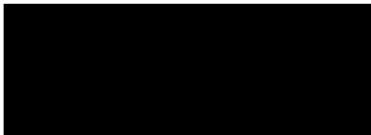
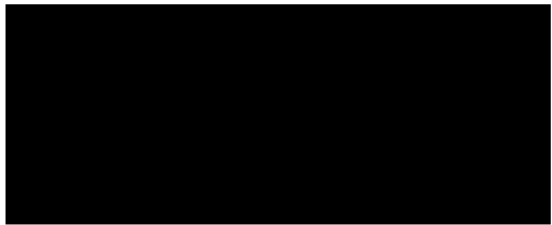
Order number:

Invoice number:

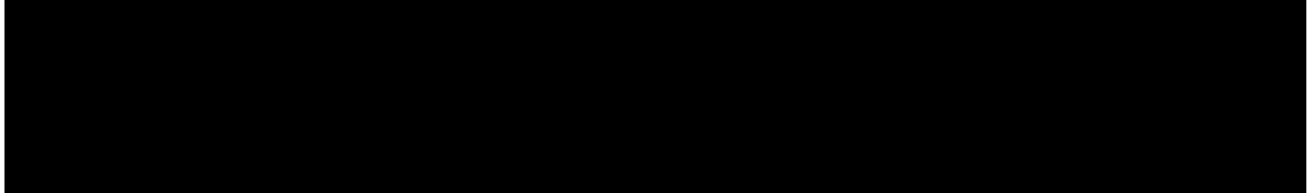
SUSAN KRAMER LETTERHEADS

£ 1100.00

To print 100,000 copies of Susan Kramer MP letterhead.



Sub total	£	1100.00
VAT	£	192.50
Total	£	1292.50





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

- 1 APR 2008

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**Your details**

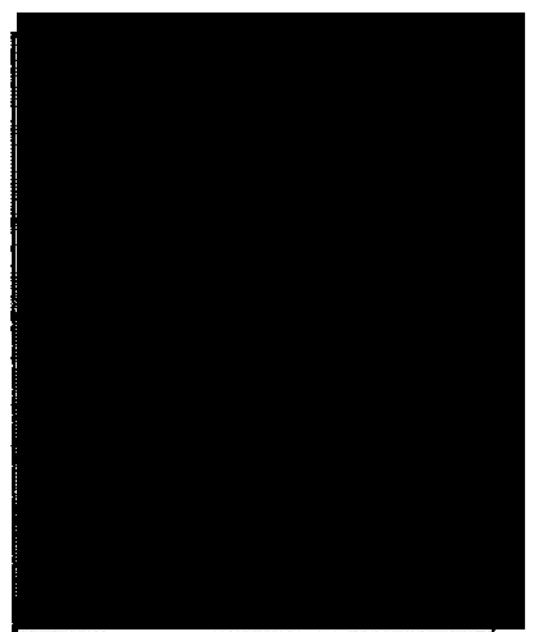
**Name** in CAPITAL LETTERS: MRS SUSAN VERONICA KRAMER  
**Residence**: RICHMOND PARK



**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.*

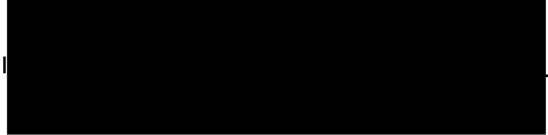
**Period of claim** from 1/02/08 to 24/02/08 **Allowance year** 2007/08



Suppliers	Amount
<u>PARK COMMUNICATIONS LTD</u>	<u>£1,440</u> : <u>—</u> p
_____	£ _____ : _____ 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**  **MP** **Date** 28/03/08

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Send your completed  
form to

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Department of Finance & Administration, House of Commons, London SW1AA

**Office use only**

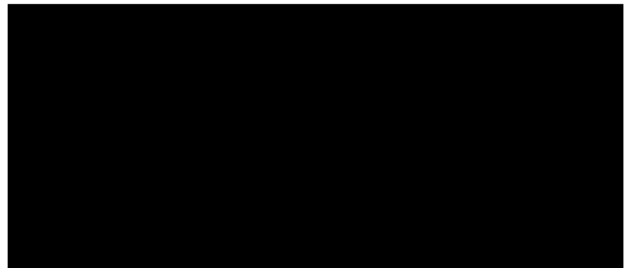
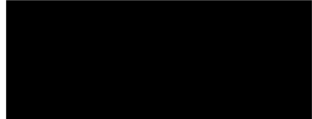
Initials / Date

Validation  
completed**Comments**

# Park

## Invoice

David Martin



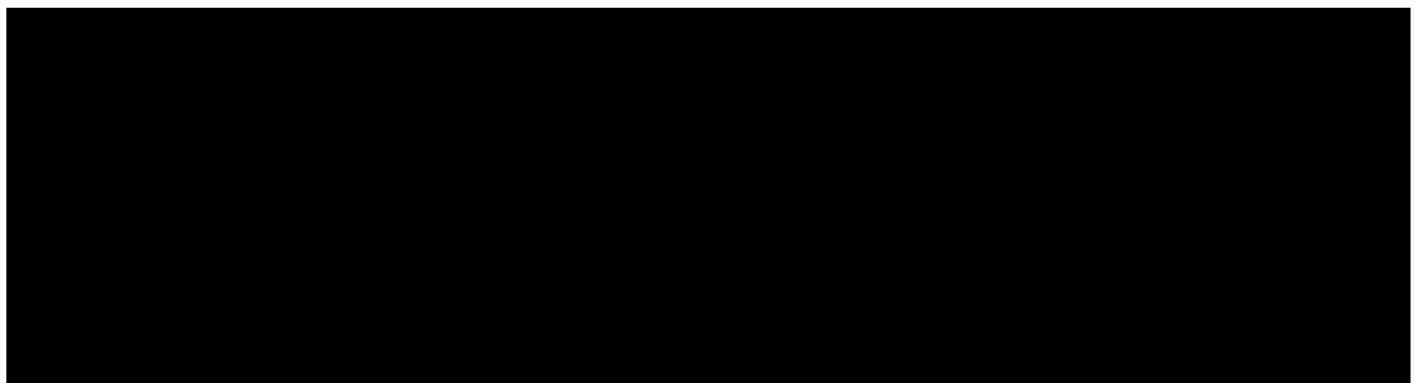
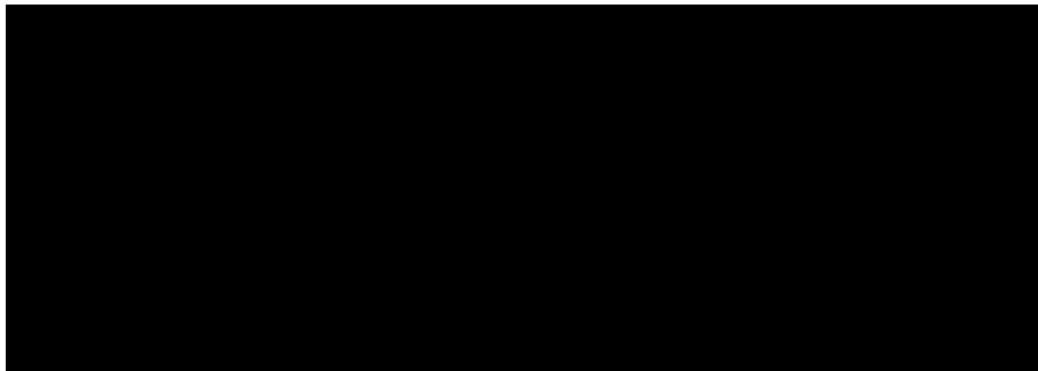
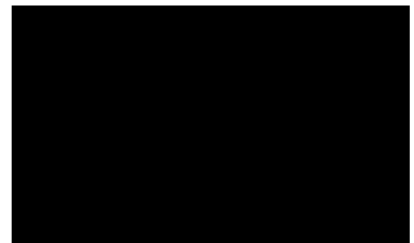
Invoice date: 29 February 2008  
Invoice number: 

Order number:

RICHMOND PARK - LEAFLET

£ 1440.00

To print and supply 50,000 copies.





FINANCE & ADMINISTRATION HOUSE OF COMMONS

# Direct payment of suppliers

20 FEB 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

SUSAN KRAMER

Constituency

RICHMOND PARK

## 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 23/01/08 to / /

Allowance year

07/08

Amount

Office use only

Allow. / Supp ID / Exp.Type

Beta distribution

£ 2115.00 p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

: p

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

08/02/08

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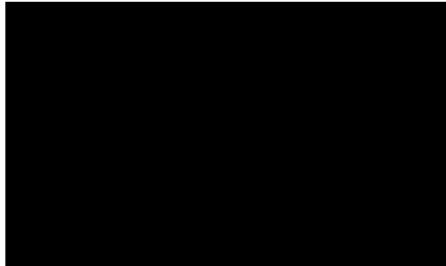
Send your completed  
form to

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

**Office use only**

Initials / Date

Validation  
completed**Comments**



SALE

Total            62115.00

CARDHOLDER NOT PRESENT

Retain for your records





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

28 FEB 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.

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**Your details**

Name  
in CAPITAL LETTERS

MRS SUSAN VERONICA KRAMER MP

Constituency

RICHMOND PARK



**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

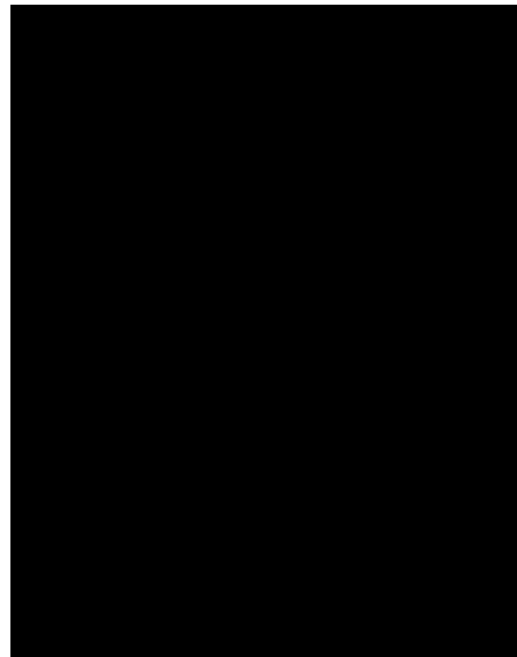
from 01/01/08 to 31/01/08

Allowance year

2007/8

Suppliers **x2** Amount

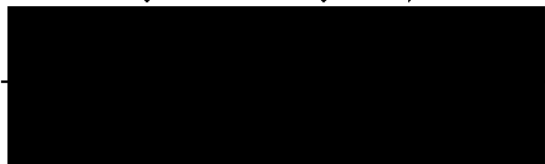
<u>WOODGATE-LOYDOR LTD</u>	<u>£ 1,280 : 75 p</u>
<u>EARS</u>	<u>£ 240 : - p</u>
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p



**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



MP

Date

08/02/08

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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

**INVOICE**

INVOICE NO. : [REDACTED]  
DATE : 31/01/08  
PAGE : [REDACTED]



INVOICE TO:

[REDACTED]

DELIVER TO:

[REDACTED]

[REDACTED]

ACCOUNT [REDACTED] YOUR REF : [REDACTED] ORDER NO : [REDACTED]

QTY	PROD CODE	DESCRIPTION	EACH	PACK	DISC	TOTAL V
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1	PRINTLEAF4FR	PRINTED LEAFLETS 4-COLOUR PROCESS	1090.00	1		1090.00 S
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[REDACTED]

[REDACTED]

SUB TOTAL:	1090.00
VAT:	190.75
TOTAL:	1280.75

[REDACTED]



[REDACTED]  
[REDACTED]  
**Invoice**

[REDACTED]  
Date: 11 January 2008  
Invoice No: [REDACTED]

If you have any queries with this order form  
please phone 0 [REDACTED]

**For Casework Manager – Susan Kramer MP version**

		Price
Casework Network Maintenance for period 1 July 2007 - 30 June 2008		£120.00
Casework Network Maintenance for period 1 July 2006 - 30 June 2007		£120.00
	Total Inc. VAT	£240.00

Please make cheques payable to EARS  
BACS payments may be made to

Account no: [REDACTED]

Payment terms: 30 days from invoice date

[REDACTED]



18 OCT 2007

Communications Allowance
Member's reimbursement form

Comms 11
page 1 of 2

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 in CAPITAL LETTERS

SUSAN KRAMER

Constituency

RICHMOND PARK

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.

25 OCT 2007

Period of claim

from Sept 1 07 to 1 1

Allowance year

07 1 08

Description of service or goods

Amount

distribution Westminster Report £ 793.12

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

Total

£ 793.12

Authorisation and declaration

I claim reimbursement of these costs which I incurred wholly, exclusively and necessarily

Signature

MP

Date

04/10/07

DATA DISTRIBUTION (SAUTH

Exp: 11/98

SALE

Total £793.12

CARDHOLDER NOT PRESENT

Retain for your records

Thank You

\* CUSTOMER COPY \*


**INVOICE** 

Customer: Liberal Democrats Richmond Park & Twickenham      Date: 11th September 2007

Address 

Town       Order No

Post Code

Description	Quantity	Rate/1000	
Distribution of newsletters in 	13,500	£50.00/1000	£675.00
		Subtotal	£675.00
		VAT @ 17.5%	£118.12
		<b>Total</b>	<b>£793.12</b>

