



Communications Allowance
Direct payment of suppliers

2002 LAW 30

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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

TERESA VILLIERS

Constituency

CHIPPING BARNET ✓

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 26/4/07 to / /

Allowance year

07/08

Suppliers

Amount

Glanville Printers

£ 2250.00 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 Signature]

MP

Date

26/4/7

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 SW1AA

Office use only

Initials / Date

Validation
completed

Comments



Page: 1
 VAT Number: [Redacted]

Invoice to:

Deliver to:

Office of Theresa Villiers MP

Office of Theresa Villiers MP



DEPOSITED
 26 APR 2007

XXXXXXXXXXXXXXXXXXXX

Your Ref: [Redacted]
 Our Ref: [Redacted]

Desc: [Redacted]

Customer Code: [Redacted]
 Order Date: [Redacted]

Description	VAT	Total
40,000 x Spring 2007 Broadsheets	3	2,250.00
[Redacted]		

VAT Rate	Net Amt	VAT Amt
3 0.00%	2,250.00	0.00

Terms: 30 Days Net

NET:	2,250.00
VAT:	0.00
TOTAL:	2,250.00





Communications Allowance
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18 JUL 2007

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Your details

Name in CAPITAL LETTERS

THERESA VILLIERS

Constituency

CHIPPING BARNET

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 25/4/7 to 15/7/7

Allowance year

06/07 07/08

Suppliers

Amount

Table with 2 columns: Suppliers, Amount. Row 1: Dor-2-Dor, £1562.75 p. Subsequent rows are blank.



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

16/7/7

Data protection

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Office use only

Initials / Date

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Comments

INVOICE

Invoice from: **DOR-2-DOR (London North)**

Invoice No: [redacted]

Date: **4/6/07**

VAT reg No: [redacted]

Invoice to: **Theresa Villiers MP**



Your order ref: [redacted]

Leaflet/Voucher print details:

Voucher **Leaflet**

Size: A B A6 A5 A4 Other

Sides: Colours on the front: 1 2 3 Full Colours on the back: 1 2 3 Full Quantity: [redacted]

Paper: [redacted] Artwork amount: £ [redacted] Print amount: £ [redacted]

Delivery details:

up to A5 up to A4 other pack/fold Quantity: **38,000**

Delivery Date: **Apr / May '07** Delivery Area(s): **Chipping Barnet**

£ **35** per 1,000 Inclusive DOR-2-DOR Package: £ [redacted] Delivery amount: £ **1330.00**

Other charges, details: [redacted] £ **1330.00**

Invoice Amount £ **1330.00**

VAT @ 17.5 % £ **232.75**

Invoice Total £ **1562.75**



LetterBoxing Clever™



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30 JAN 2008

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Your details

Name
in CAPITAL LETTERS

THERESA VILLIERS

Constituency

CHIPPING BARNET

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 01/01/08 to 29/01/08

Allowance year

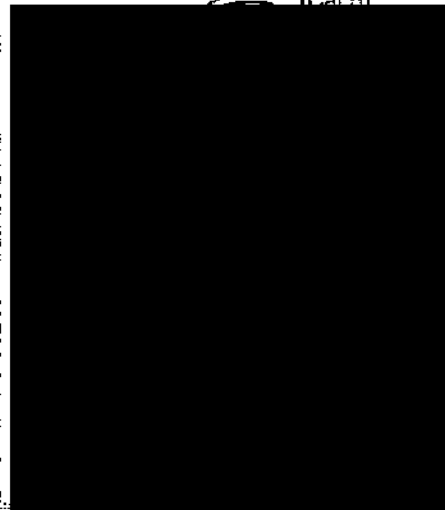
07/08

Suppliers

Amount

Suppliers	Amount
GLANVILLE PRINTERS	2100.00 p
(printing newsletter)	£ : p
	£ : p
	£ : p
	£ : p
	£ : p
	£ : p

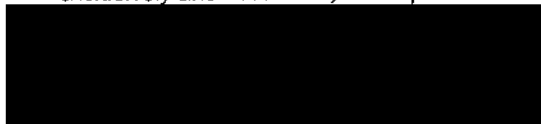
Office use only
Allow. / Supp ID / Exp.Type
(Cat 5)



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

29/01/08

Data protection

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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	<input type="text"/>
Comments	
<input type="text"/>	

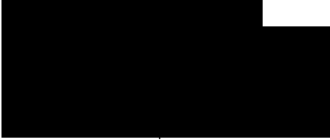


Page: 1

VAT Number: [REDACTED]

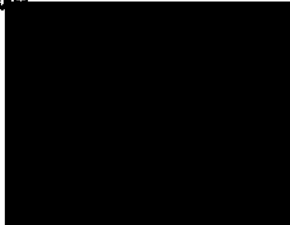
Invoice to:

Office of Theresa Villiers MP



Deliver to:

Office of Theresa Villiers MP



Your Ref: [REDACTED]

Our Ref: [REDACTED]

Desc: [REDACTED]

Customer Code [REDACTED]

Order Date: 22/01/08

Description	VAT	Total												
40,000 x Newsletters	3	2,100.00												
[REDACTED]														
<table border="1"> <thead> <tr> <th>VAT Rate</th> <th>Net Amt</th> <th>VAT Amt</th> </tr> </thead> <tbody> <tr> <td>3 0.00%</td> <td>2,100.00</td> <td>0.00</td> </tr> </tbody> </table>		VAT Rate	Net Amt	VAT Amt	3 0.00%	2,100.00	0.00	<table border="1"> <tbody> <tr> <td>NET:</td> <td>2,100.00</td> </tr> <tr> <td>VAT:</td> <td>0.00</td> </tr> <tr> <td>TOTAL:</td> <td>2,100.00</td> </tr> </tbody> </table>	NET:	2,100.00	VAT:	0.00	TOTAL:	2,100.00
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3 0.00%	2,100.00	0.00												
NET:	2,100.00													
VAT:	0.00													
TOTAL:	2,100.00													

Terms: 30 Days Net





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20 FEB 2008

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Name in CAPITAL LETTERS

TERESA VILLIERS

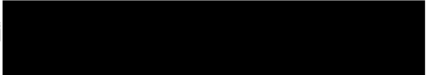
Constituency

CHIPPING BARNET

Office use only

Cost

M



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, 02, 08 to 18, 02, 08

Allowance year

07, 08

Suppliers

Amount

~~Great~~

£ : p

Greatbatch Ltd

£1645.00 p

£ : p

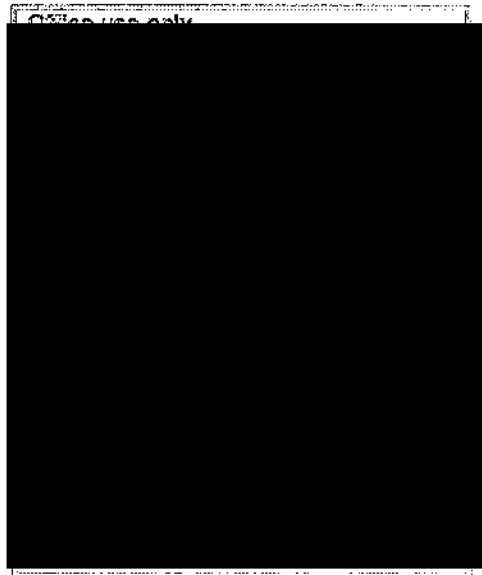
£ : p

£ : 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

18/2/8

Data protection

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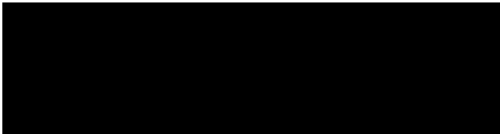
Office use only

Initials / Date

Validation completed

Comments

Greatbatch Limited

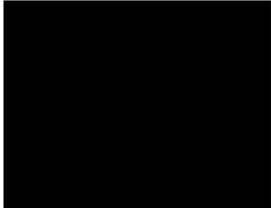


Theresa Villiers MP

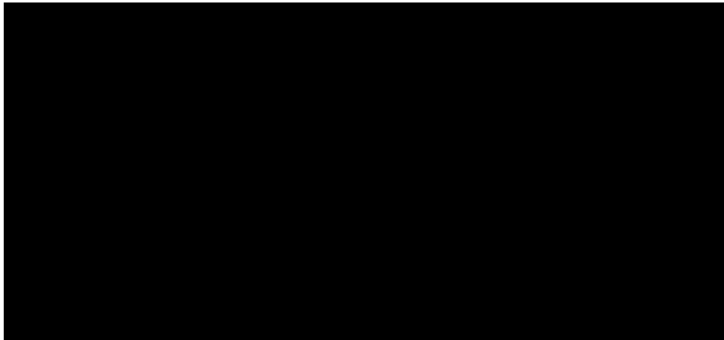


NOTES

[none]



Description	Qty.	Amount (£)
To distribute 40,000 Theresa Villiers Newsletters at £35 per thousand exc vat Commencing 07/02/08	40000	1400.00



Subtotal (£)	1400.00
VAT (£)	245.00
Total (£)	1645.00

Payment Terms: **Prepayment**

