



Communications Allowance
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

ALAN MILBURN

Constituency

DARLINGTON

Office use only	Costs	[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
french + lanning media x1	£58 : 75p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p

Office use only		
Allow.	Supp ID	Exp.Type
_____	_____	_____ (Cat 5)
[REDACTED]		

Authorisation and

[REDACTED] Signature

costs incurred wholly,
Parliamentary duties.

MP

Date

2.5.08

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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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	<input type="text"/>
Comments	



media

editorial / media training / public relations

Alan Milburn MP

INVOICE

Media consultancy

Date:

March 2008

Media consultancy

£50.00

VAT @ 17.5%

£8.75

Total

£58.75

Please send remuneration to the address below right:



Communications Allowance

Direct payment of suppliers

Comms2

page 1 of 2

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Your details

Name in CAPITAL LETTERS

ALAN MILBURN

Constituency

DARLINGTON

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

BANNER

£41 : 13 p ✓

BANNER

£148 : 08 p ✓

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

£ 189.18
~~189.21~~ ✓

Office use only

Allow. / Supp ID / Exp.Type (Cat 5)

[Redacted]

2

Authorisation and declaration

- I confirm that the costs incurred wholly, exclusively for the purpose of my Parliamentary duties.

Signature

[Redacted Signature]

MP

Date

7/4/08

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Office use only

Initials / Date

Validation
completed**Comments**

Invoice



* INVOICE NO. [REDACTED] *

Invoice To :
Rt Hon Alan Milburn MP

Charge To :
Rt Hon Alan Milburn MP

Banner Business Supplies Ltd

[REDACTED]

Delivered To :
Rt Hon Alan Milburn MP

[REDACTED]

Page 1 of 1 Date 31/03/2008

Acc.No [REDACTED] Order Date 18/03/2008

Order [REDACTED]

C.A.R.

Sales Order No : [REDACTED]

Line No.	Line Ref.	Product Code	Product Description	Quantity	U.D.M.	Unit Price	Tax Date	Line Total (excl VAT)	VAT Rate	Line VAT
1		PRMISCELLANEOUS	HOC EXPRESS DELIVERY CHARGE URGENT ORDER	1	EACH	35.0000	31/03/08 31/03/08	35.00	17.5	6.13

[REDACTED]

PAYMENT SLIP

Please see reverse for terms of business and how to pay

Acc. No. : [REDACTED]

Inv. No. : [REDACTED]

Inv. Date: 31/03/2008

Amt. Due : 41.13

Please return the slip

from final page of invoice with your payment by

V.A.T. Summary

Rate	Taxable Sum	V.A.T. Amount
17.50	35.00	6.13

Sales Order Total (VAT excl) 35.00

VAT Registration : GB 731 8604 39

INVOICE GOODS	35.00
INVOICE V.A.T.	6.13
INVOICE TOTAL	41.13

Settlement : None
Discount Terms :

[REDACTED]

28/04/2008

Invoice

* INVOICE NO. [REDACTED] *

Invoice To :
Rt Hon Alan Milburn MP

Charge To :
Rt Hon Alan Milburn MP



Banner Business Supplies Ltd

PAYMENT SLIP
Please see reverse
for terms of business
and how to pay

Acc. No. : [REDACTED]

Inv. No. : [REDACTED]

Inv. Date: 31/03/2008

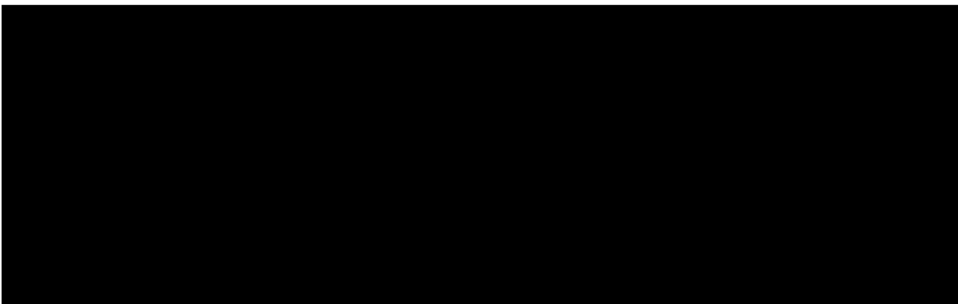
Amt. Due : 148.05

Page 1 Of 1 Date 31/03/2008
Acc.No [REDACTED] Order Date 11/02/2008
Order ORDER NO - [REDACTED]
C.A.R. [REDACTED]

Delivered To : [REDACTED]
Rt Hon Alan Milburn MP

Sales Order No : [REDACTED]

Line No.	Line Ref.	Product Code	Product Description	Quantity	U.O.M.	Unit Price	Tax Date	Line Total (excl VAT)	VAT Rate	Line VAT
1		PRMISCELLANEOUS	HC19-116GA OVERPRINTED WITH ALAN MILBURN MP PRINTED IN GREEN 20 X BX250 ARTWORK SUPPLIED	20	EACH	6.3000	31/03/08 31/03/08 31/03/08 31/03/08 31/03/08	126.00	17.5	22.05



**Please
return
the slip**

from final page
of invoice with
your payment
by

V.A.T. Summary			Sales Order Total (VAT excl)	126.00
Rate	Taxable Sum	V.A.T. Amount		
17.50	126.00	22.05	VAT Registration : GB 731 8604 39	

INVOICE GOODS	126.00
INVOICE V.A.T.	22.05
INVOICE TOTAL	148.05

Settlement : None
Discount Terms :



28/04/2008



FINANCE & ADMINISTRATION HOUSE OF COMMONS

Communications Allowance Direct payment of suppliers

10 MAR 2008

Comms2

page 1 of 2

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Your details

Name in CAPITAL LETTERS

ALAN MILBURN

Constituency

DARLINGTON

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 ___/___/___

Allowance year

07/08



X1

CITY IMAGE

£2615.00p

£ : p

£ : p

£ : p

£ : p

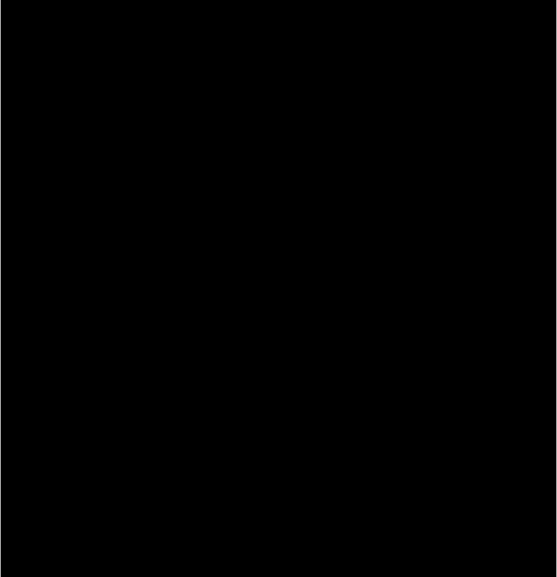
£ : p

£ : p

£ : p

Office use only

Allow. / Supp ID / Exp.Type



Authorisation and declaration

- I declare that the costs incurred wholly, or in part, on my Parliamentary duties.

Signature

[Redacted Signature]

Date

7-3-08

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**Send your completed
form to**

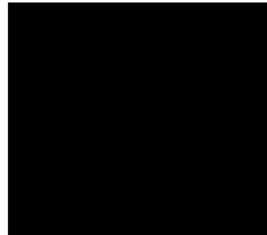
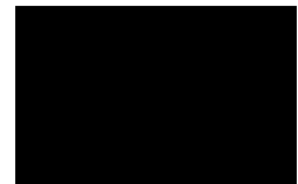
Validation Team, Operations Directorate,
Department of Finance & Administration, House of Commons, London SW1AA

Office use only

Initials / Date

Validation
completed

Comments



INVOICE

CUSTOMER NAME: ALAN MILBURN MP

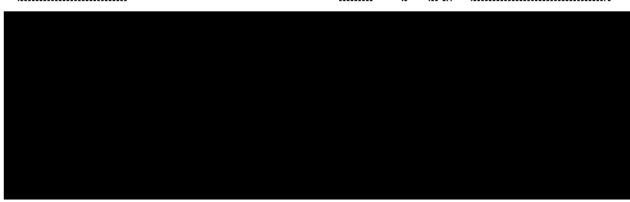
ADDRESS: [REDACTED]

DATE: 12 / 2 / 08

CUSTOMER ORDER No:

INVOICE No: [REDACTED]

QUANTITY	DESCRIPTION (inc. stock & ink colour)	TOTAL		V.A.T.	
45000	A3 NEWSLETTERS - FULL COLOUR 2 SIDES ON WHITE 150GSM GLOSS. FOLDED TO A4	2615	00		



TOTAL ITEMS £ 2615 00 £ ZERO

TOTAL DUE £ 2615 00





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

ALAN MILBURN ✓

Constituency

DARLINGTON

Office use only

Costs

[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

X1 AMARO

£1,484.98 p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

Office use only

Allow / Supp ID / Exp Type ✓

[Redacted]

Authorisation and declaration

- I declare that the costs incurred wholly, or in part, in connection with my Parliamentary duties.

Signature

[Redacted Signature]

Date 14/2/08

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form to

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

Office use only

Initials / Date

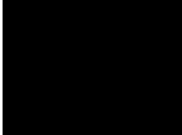
Validation
completed

Comments



Invoice

Accounts
Alan Millburn MP

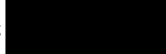


13 FEB 2008

12 February 2008 ✓

FAO: 

Our Reference: 

Our Invoice: 

Distribution Area(s)

Approximately 40,127 addresses

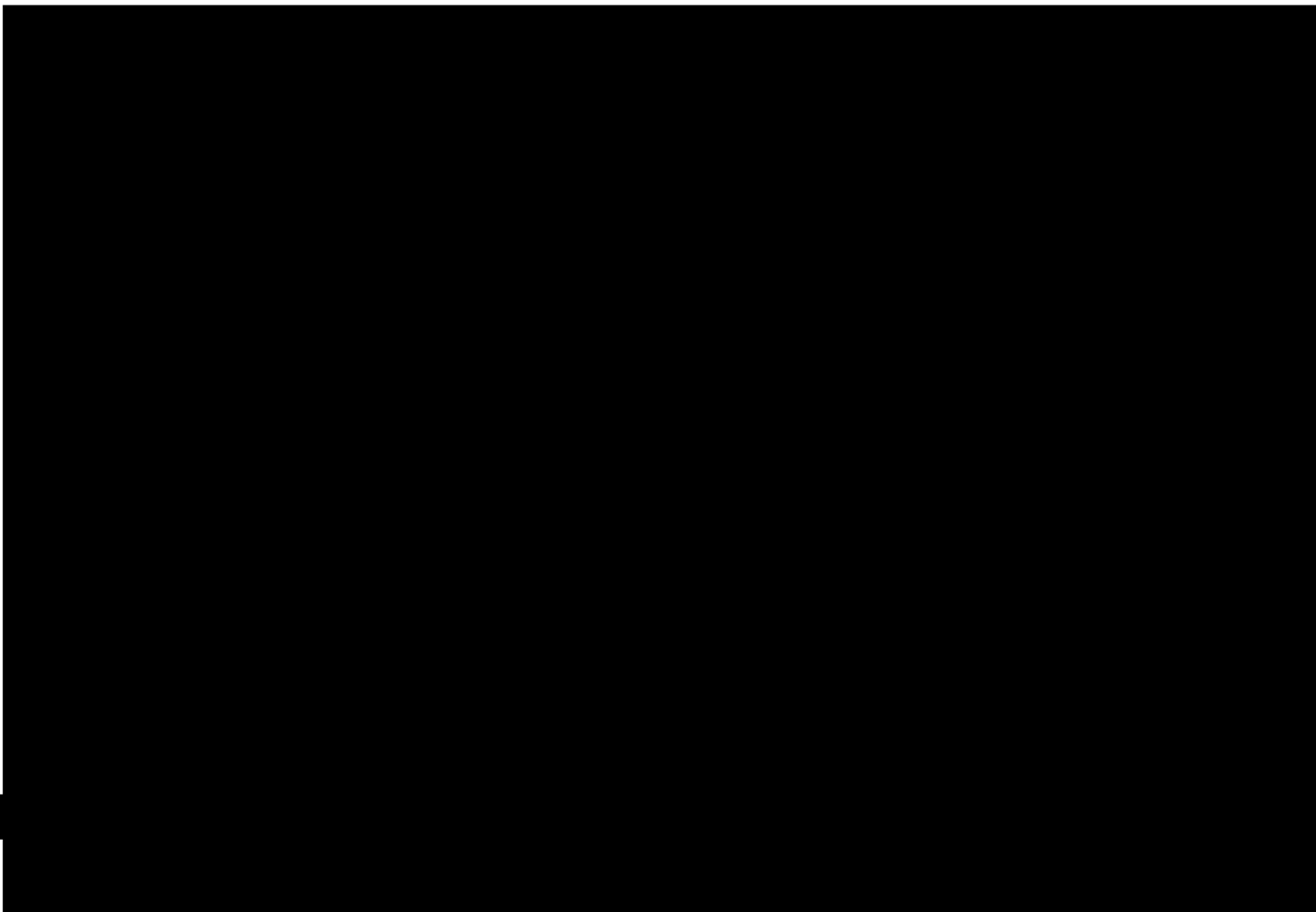
40,127 @ £30.00 per thousand £1,203.81

Pickup Cost £60.00

Total (ex VAT) £1,263.81

VAT @ 17.50% £221.17

Invoice Total £1,484.98 ✓





Communications Allowance
Direct payment of suppliers

VALIDATION
21 JAN 2008
RECEIVED

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Your details

Name
in CAPITAL LETTERS

ALAN MILBURN

Constituency

DARLINGTON

Office use only Costc M [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
FRENCH + LAMMING MEDIA	£ 575.76p
_____	£ _____:____p
_____	£ _____:____p
_____	£ _____:____p
_____	£ _____:____p
_____	£ _____:____p
_____	£ _____:____p
_____	£ _____:____p

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

[REDACTED]

Authorisation and declaration

(1)

Signature

[REDACTED]

of costs incurred wholly,
by Parliamentary duties.

MP

Date

17/1/08

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

&

media

editorial / media training / public relations

Alan Milburn MP

Invoice date

Invoice no

VAT no: 836 5334 19

09 JAN 2008

INVOICE

Design newsletter

Date:

November-December 2007

Media consultancy
(see attached
schedule for breakdown)

£490.00

VAT @ 17.5%

£85.76

Total

£575.76

Please send remuneration to the address below right:



Communications Allowance Direct payment of suppliers

29 OCT 2007

Comms2
page 1 of 2

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Your details

Name
in CAPITAL LETTERS

ALAN MILBURN MP

Constituency

DARLINGTON

Office use only

Costs

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 107/07 to 108/07 Allowance year 07/08

Suppliers

Amount

Suppliers	Amount
NCS MEDIA	£25 : 85 p
[REDACTED]	£ : p
[REDACTED]	£ : p
[REDACTED]	£ : p
[REDACTED]	£ : p
[REDACTED]	£ : p
[REDACTED]	£ : p
[REDACTED]	£ : p

Office use only

Allow. / Supp ID / Exp.Type
(Cat 5)

Authorisation and declaration

Signature

[REDACTED SIGNATURE]

of costs incurred wholly,
Parliamentary duties.

MP

Date

25/10/07

Data protection

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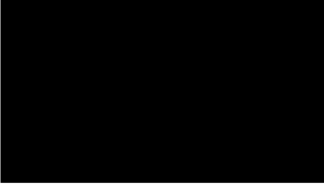
Office use only	
	Initials / Date
Validation completed	<input type="text"/>
Comments	





SALES INVOICE



INVOICE No.	
INVOICE DATE	
CUSTOMER A/C No.	
CUSTOMER TEL No.	
CUSTOMER ORDER	
SALES REP & AD REF	
PAYMENT DUE BY	28/08/2007

MR A MILBURN, MP


If you wish to discuss this invoice contact 

PUBLICATION	DESCRIPTION	TOTAL COST
	HOSTING FEE JULY/AUG 2007	23 OCT 2007
		

GOODS VALUE	22.00
V.A.T. 17.50%	3.85
INVOICE TOTAL	25.85





Communications Allowance
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Name
in CAPITAL LETTERS

ALAN MILBURN

Constituency

DARLINGTON

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 01/04/07 to 30/06/07 Allowance year 07/08

Suppliers	Amount
NCS Media (Website)	£ 38 : 78 p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p

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

Authorisation and declaration

Signature

[Redacted Signature]

costs incurred wholly,
Parliamentary duties.

Date 3.5.07

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	Initials / Date
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Comments	

SALES INVOICE



INVOICE No.	
INVOICE DATE	
CUSTOMER A/C No.	
CUSTOMER TEL No.	
CUSTOMER ORDER	
SALES REP & AD REF	
PAYMENT DUE BY	28/05/2007

MR A MILBURN, MP

If you wish to discuss this invoice contact

PUBLICATION	DESCRIPTION	TOTAL COST
	HOSTING FEE APRIL- JUNE 07	

GOODS VALUE	33.00
V.A.T. 17.550%	5.78
INVOICE TOTAL	38.78

