



Communications Allowance

Direct payment of suppliers

Comms2

page 1 of 2

②

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 WHITEHEAD

Constituency

SOUTHAMPTON TEST

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 1 / 11 / 07 to 13 / 11 / 07

Allowance year

2007, 2008

Suppliers

Amount

ROYAL MAIL

£ 52 : 74 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

I

Data protection

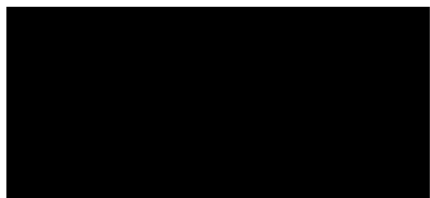
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Send your completed form to Validation Team, Operations Directorate,
Department of Finance & Administration, House of Commons, London SW1AA

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



Invoice enquiries

Invoice number



Invoice date
31 Oct 2007

Page
1 of 4

To
ALAN WHITEHEAD



Invoice

for your reducing credit
balance account

Account held at
ALAN WHITEHEAD

01 NOV 2007

Customer account number

Terms
21 days

Legal entity number

Please pay by
21 Nov 2007

Docket no.	Posting date Poster	Sender's ref. Contract no.	Format	Service Quantity	Weight(kg)	Unit post (£)	Net value	VAT
------------	------------------------	-------------------------------	--------	---------------------	------------	---------------	-----------	-----

Opening balance on account 41.82 DR

Payment received - thank you 81.82 CR

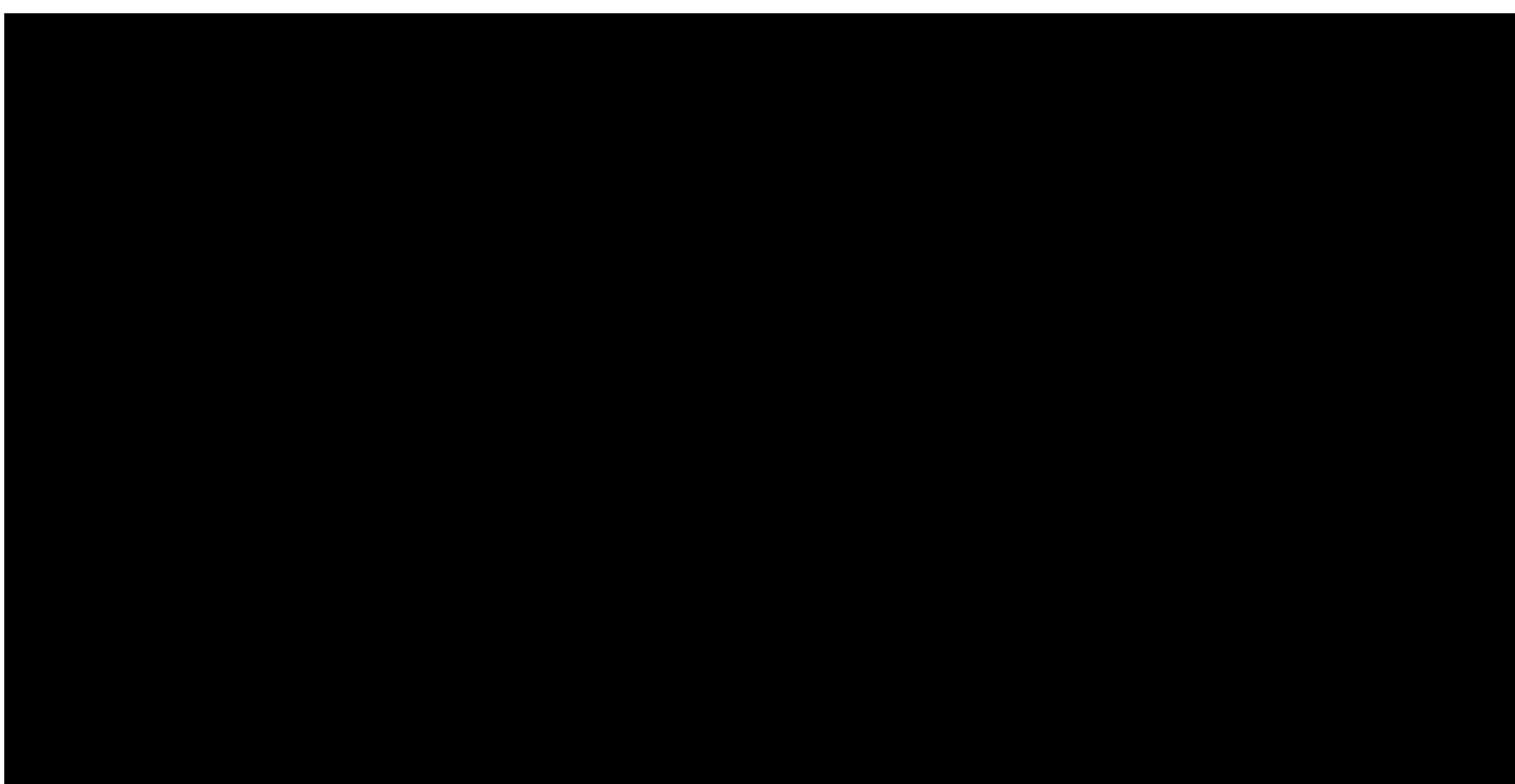
[Redacted]	31 Mar 2007			RESPONSE SERVICES			3.08	E
			Letter	14 Items		£0.220		

Breakdown w/e 31 Mar 2007	Mon	Tue	Wed	Thu	Fri	Sat	Total
Items @ £0.220	7	1	2	2	2	0	14
Totals	7	1	2	2	2	0	14

[Redacted]	07 Apr 2007			RESPONSE SERVICES			2.12	E
			Letter	8 Items		£0.235		
			Letter	1 Item		£0.235		Saturday posting

Breakdown w/e 07 Apr 2007	Mon	Tue	Wed	Thu	Fri	Sat	Total
Items @ £0.235	0	2	3	3	0	1	9
Totals	0	2	3	3	0	1	9

Amount carried forward to next page 5.20





Invoice

Invoice Number

Customer account number

Invoice Date

31 Oct 2007

Legal entity number

Page

3 of 4

Amount brought forward

12.05

Decklet no.	Posting date	Sender's ref.	Format	Service	Quantity	Weight (kg)	Unit cost (€)	Net value	VAT	
Breakdown w/e 04 Aug 2007										
Items @ £0.235										
Total										
				Mon	Tue	Wed	Thu	Fri	Sat	Total
				0	1	0	0	0	0	1
				0	1	0	0	0	0	1
RESPONSE SERVICES								1.65	E	
7										
			Letter	6 Items			£0.235			
			Letter	1 Item			£0.235		Saturday posting	
Aug 2007										
				Mon	Tue	Wed	Thu	Fri	Sat	Total
				1	2	0	0	3	1	7
				1	2	0	0	3	1	7
RESPONSE SERVICES								0.24	E	
1										
			Letter	1 Item			£0.235			
Aug 2007										
				Mon	Tue	Wed	Thu	Fri	Sat	Total
				1	0	0	0	0	0	1
				1	0	0	0	0	0	1
RESPONSE SERVICES								0.24	E	
1										
			Letter	1 Item			£0.235		Saturday posting	
Sep 2007										
				Mon	Tue	Wed	Thu	Fri	Sat	Total
				0	0	0	0	0	1	1
				0	0	0	0	0	1	1
RESPONSE SERVICES								0.24	E	
1										
			Letter	1 Item			£0.235		Saturday posting	
Sep 2007										
				Mon	Tue	Wed	Thu	Fri	Sat	Total
				0	0	0	0	1	0	1
				0	0	0	0	1	0	1
RESPONSE SERVICES								2.35	E	
10										
			Letter	7 Items			£0.235			
			Letter	3 Items			£0.235		Saturday posting	
Oct 2007										
				Mon	Tue	Wed	Thu	Fri	Sat	Total
				2	1	1	1	2	3	10
				2	1	1	1	2	3	10
RESPONSE SERVICES								3.06	E	
13										
			Letter	13 Items			£0.235			
Oct 2007										
				Mon	Tue	Wed	Thu	Fri	Sat	Total
				0	6	2	5	0	0	13
				0	6	2	5	0	0	13
RESPONSE SERVICES								1.41	E	
6										
			Letter	3 Items			£0.235			
			Letter	3 Items			£0.235		Saturday posting	
Oct 2007										
				Mon	Tue	Wed	Thu	Fri	Sat	Total
				0	0	0	0	3	3	6
				0	0	0	0	3	3	6
RESPONSE SERVICES								0.71	E	
3										
			Letter	2 Items			£0.235			
			Letter	1 Item			£0.235		Saturday posting	
Oct 2007										
				Mon	Tue	Wed	Thu	Fri	Sat	Total
				0	0	0	2	0	1	3
				0	0	0	2	0	1	3
RESPONSE SERVICES								0.24	E	
1										
			Letter	1 Item			£0.235			
Oct 2007										
				Mon	Tue	Wed	Thu	Fri	Sat	Total
				0	1	0	0	0	0	1
				0	1	0	0	0	0	1
RESPONSE SERVICES								30.55	E	
130										
			Letter	129 Items			£0.235			
			Letter	7 Items			£0.235		Saturday posting	

Amount carried forward to next page

52.74



Invoice

Invoice Number

Customer account number

Invoice Date

31 Oct 2007

Legal entity number

Page

4 of 4

Amount brought forward

52.74

Docket no.	Posting date	Sender's ref.	Format	Service	Quantity	Weight (kg)	Unit cost (£)	Net value	VAT		
	Poster	Contract no									
Breakdown w/a 27 Oct 2007					Mon	Tue	Wed	Thu	Fri	Sat	Total
Items @ £0.235					4	53	21	21	24	7	130
Totals					4	53	21	21	24	7	130

Total Net **52.74**

Total VAT E = exempt **0.00**

Total 52.74

Including this usage your balance is now **12.74 DR**

To maintain your credit balance please pay 52.74



Communications Allowance
Direct payment of suppliers

VALIDATION
Comms2
page 1 of 2
13 DEC 2007
RECEIVED

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Your details

Name
in CAPITAL LETTERS

ALAN WHITEHEAD

Constituency

SOUTHAMPTON TEST

Office use only Costc

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 1 / 12 / 07 to 7 / 12 / 07

Allowance year

2007, 2008

Suppliers

(5)

Amount

Office use only

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

MOTION PROMOTIONS LEAFLET DIST

£ 1169.13 p

BANNER

£ 77.93 p

"

£ 77.93 p

"

£ 86.39 p

"

£ 86.39 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

Data protection

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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**

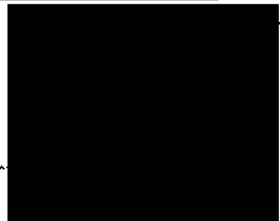


MOTION PROMOTIONS



INVOICE TO:-

Alan Whitehead M P



Date 4.12.07

INVOICE NO



Services Carried Out	£	p
Distribution of 35,000 Leaflets @ £28 per 1000	980	00
Collection charge	15	00
NOT Seen		
	07	17/12

V.A.T. No:

Please make all cheques payable to:-
MOTION PROMOTIONS.

Sub Total	995	00
VAT	174	13
Total Due	1169	13

Invoice



* INVOICE NO. [REDACTED]

Invoice To :

Alan Whitehead MP

Charge To :

Alan Whitehead MP

Banner Business Supplies Ltd

[REDACTED]

Delivered To

Alan Whitehead MP

Customer Services

Telephone No :

Fax No :

Page 1 Of 1 Date 05/12/2007

Acc. No. [REDACTED] Order Date 03/12/2007

Order

C.A.R.

Sales Order No : [REDACTED]

PAYMENT SLIP

Please see reverse
for terms of business
and how to pay

Acc. No. : [REDACTED]

Inv. No. : [REDACTED]

Inv. Date: 05/12/2007

Ant. Due : 86.39

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		[REDACTED]	PAPER - A4 GREEN CREST WITH ADDRESS	8	BOX250	9.1900	04/12/07	73.52	17.5	12.87

[REDACTED]

[REDACTED]

V.A.T. Summary

Rate	Taxable Sum	V.A.T. Amount
17.50	73.52	12.87

Sales Order Total (VAT excl) 73.52

VAT Registration : [REDACTED]

INVOICE GOODS	73.52
INVOICE V.A.T.	12.87
INVOICE TOTAL	86.39

Settlement : None
Discount Terms :

EEE Producer Registration [REDACTED]

Please return the slip

from final page
of invoice with
your payment
by

02/01/2008

Invoice



 * INVOICE NO. [REDACTED]
 * *****
 Invoice To

Alan Whitehead MP

Charge To :

Alan Whitehead MP

Banner Business Supplies Ltd

[REDACTED]

Delivered To

Alan Whitehead MP

Customer Services
 Telephone No [REDACTED]
 Fax No [REDACTED]

Page 1 of 1 Date 05/12/2007

Acc.No [REDACTED] Order Date 03/12/2007

Order [REDACTED]

C.A.R. [REDACTED]

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		[REDACTED]	PAPER - A4 GREEN CREST WITH ADDRESS	8	BOX250	9.1900	04/12/07	73.52	17.5	12.87

[REDACTED]

V.A.T. Summary

Rate	Taxable Sum	V.A.T. Amount
17.50	73.52	12.87

Sales Order Total (VAT excl) 73.52

VAT Registration : [REDACTED]

Settlement : None
 Discount Terms :

EEE Producer Registration [REDACTED]

INVOICE GOODS	73.52
INVOICE V.A.T.	12.87
INVOICE TOTAL	86.39

PAYMENT SLIP

Please see reverse for terms of business and how to pay

Acc. No. : [REDACTED]

Inv. No. : [REDACTED]

Inv. Date: 05/12/2007

Amt. Due : 86.39

Please return the slip

from final page of invoice with your payment by

02/01/2008

Invoice

 * INVOICE NO *



office2office

PAYMENT SLIP

Please see reverse
 for terms of business
 and how to pay

Invoice To [Redacted]
 Alan Whitehead MP

Charge To :
 Alan Whitehead MP

Banner Business Supplies Ltd

[Redacted Address Block]

Page 1 Of 1 Date 06/12/2007
 Acc [Redacted] Order Date 04/12/2007
 Ord [Redacted]
 C.A.R.

Delivered To [Redacted]
 Alan Whitehead MP

Customer Service
 Telephone No :
 Fax No :

Sales Order No : [Redacted]

Acc. No. : [Redacted]

Inv. No. : [Redacted]

Inv. Date: 06/12/2007

Amt. Due : 77.93

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		[Redacted]	PAPER - A4 PLAIN CREST NO ADDRESS	8	BX250	8.2900	05/12/07	66.32	17.5	11.61

[Redacted Block]

V.A.T. Summary

Rate	Taxable Sum	V.A.T. Amount
17.50	66.32	11.61

Sales Order Total (VAT excl) 66.32

VAT Registration : [Redacted]
 Settlement : None
 Discount Terms :

INVOICE GOODS	66.32
INVOICE V.A.T.	11.61
INVOICE TOTAL	77.93

EEE Producer Registration No [Redacted]



**Please
 return
 the slip**

from final page
 of invoice with
 your payment
 by

03/01/2008

BBSInv

Invoice



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

* INVOICE NO. *

Invoice To :

Charge To :

Banner Business Supplies Ltd

Alan Whitehead MP

Alan Whitehead MP

[Redacted]

Acc. No. :

Inv. No. :

Page 1 of 1 Date 06/12/2007

Delivered To Alan Whitehead MP

Customer Ser
Telephone No
Fax No

Acc.N Order Date 04/12/2007

v. Date: 06/12/2007

Order

C.A.R.

Sales Order No

Amt. Due : 77.93

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			PAPER - A4 PLAIN CREST NO ADDRESS	8	BX250	8.2900	05/12/07	66.32	17.5	11.61

[Redacted]

Please return the slip

from final page of invoice with your payment by

V.A.T. Summary

Sales Order Total (VAT excl) 66.32

Rate	Taxable Sum	V.A.T. Amount
17.50	66.32	11.61

VAT Registration

INVOICE GOODS	66.32
INVOICE V.A.T.	11.61
INVOICE TOTAL	77.93

Settlement : None
Discount Terms :

EEE Producer Registration No

03/01/2008



Communications Allowance
Direct payment of suppliers

①

2007 707 8 2

Comms2

page 1 of 2

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Your details

Name
in CAPITAL LETTERS

ALAN WHITEHEAD ✓

Constituency

SOUTHAMPTON TEST

Office use only Cost

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 1 / 07 / 07 to 20 / 07 / 07

Allowance year

2007 / 2008

Suppliers

Amount

Suppliers	Amount
GREAT WHITE GRAPHICS	£ 793 : 13 p
	£ : p
	£ : p
	£ : p
	£ : p
	£ : p
	£ : p
	£ : p
	£ : p

Office use only

Allow. / Supp ID / Exp.Type (Cat 5) ✓

Authorisation and declaration

Signature

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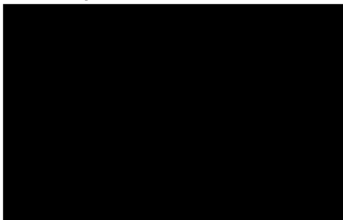
Validation Team, Operations Directorate,
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Office use only	
	Initials / Date
Validation completed	<input type="text"/>
Comments	
<input type="text"/>	

Great White Graphics
CREATIVE DESIGN & PRINT



CLIENT/ADDRESS:



DATE: 10th July 2007



25 JUL 2007

OUR INV NO



CLIENT ORDER NO



INVOICE

Invoice No



Description

Alan Whitehead M.P. Leaflets

Please make cheques payable to Great White Graphics Ltd.
Payment is due 28 days from date of Invoice

Total nett amount	£675.00
Total VAT	£118.13
Invoice Total	£793.13



Tel/Fax
Email



Company Reg. No. VAT No.





Direct payment of suppliers

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Your details

Name in CAPITAL LETTERS

ALAN WHITEHEAD

Constituency

SOUTHAMPTON TEST

Office use only

Cost

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 / 03 / 08 to 06 / 03 / 08

Allowance year

2007 / 2008

Suppliers

Amount

Table with 2 columns: Suppliers, Amount. Rows include MOTION PROMOTIONS, ROYAL MAIL, NEOPOST, and GREAT WHITE GRAPHICS.

Office use only

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

Authorisation and declaration

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Signature

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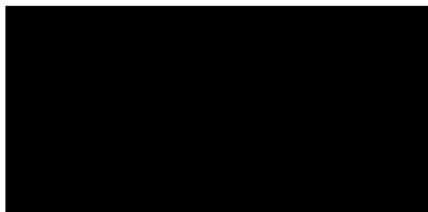
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Office use only	
	Initials / Date
Validation completed	<input type="text"/>
Comments	



Invoice enquiries

Invoice number



Invoice date

Page 1 of 2

To
ALAN WHITEHEAD



Invoice

for your reducing credit balance account

Account held at
ALAN WHITEHEAD

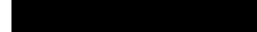


Customer account number



Terms
21 days

Legal entity number



Please pay by
14 Mar 2008

Docket no.	Posting date	Sender's ref.	Format	Service	Quantity	Weight(kg)	Unit cost (£)	Net value	VAT
------------	--------------	---------------	--------	---------	----------	------------	---------------	-----------	-----



Opening balance on account 20.91 DR
Payment received - thank you 60.91 CR

12 Jan 2008

RESPONSE SERVICES

5.79 E

Letter	24								
Letter	15 Items						£0.235		
Letter	5 Items						£0.235		Saturday posting
Lge Letter	1 Item						£0.375		

Breakdown w/e 12 Jan 2008

	Mon	Tue	Wed	Thu	Fri	Sat	Total
Items @ £0.235	3	2	1	7	5	5	23
Items @ £0.375	1	0	0	0	0	0	1
Totals	4	2	1	7	5	5	24

26 Jan 2008

RESPONSE SERVICES

10.58 E

Letter	45								
Letter	45 Items						£0.235		

Breakdown w/e 26 Jan 2008

	Mon	Tue	Wed	Thu	Fri	Sat	Total
Items @ £0.235	24	3	10	8	0	0	45
Totals	24	3	10	8	0	0	45

Amount carried forward to next page 16.37



Invoice

Invoice Number [REDACTED]

Customer account number [REDACTED]

Invoice Date
22 Feb 2008

Legal entity number [REDACTED]

Page
2 of 2

Amount brought forward

16.37

Docket no.	Posting date Poster	Sender's ref. Contract no.	Format	Service	Quantity	Weight(kg)	Unit cost (£)	Net value	VAT	
[REDACTED]	26 Jan 2008	[REDACTED]		RESPONSE SERVICES	49			11.52	E	
			Letter	40 items			£0.235			
			Letter	9 items			£0.235		Saturday posting	
Breakdown w/e 26 Jan 2008										
				Mon	Tue	Wed	Thu	Fri	Sat	Total
				0	40	0	0	0	9	49
				Totals	0	40	0	0	9	49
[REDACTED]	02 Feb 2008	[REDACTED]		RESPONSE SERVICES	1			0.24	E	
			Letter	1 item			£0.235			
Breakdown w/e 02 Feb 2008										
				Mon	Tue	Wed	Thu	Fri	Sat	Total
				0	0	0	0	1	0	1
				Totals	0	0	0	1	0	1
[REDACTED]	02 Feb 2008	[REDACTED]		RESPONSE SERVICES	12			2.82	E	
			Letter	12 items			£0.235			
Breakdown w/e 02 Feb 2008										
				Mon	Tue	Wed	Thu	Fri	Sat	Total
				0	5	0	7	0	0	12
				Totals	0	5	7	0	0	12
[REDACTED]	09 Feb 2008	[REDACTED]		RESPONSE SERVICES	4			0.94	E	
			Letter	4 items			£0.235			
Breakdown w/e 09 Feb 2008										
				Mon	Tue	Wed	Thu	Fri	Sat	Total
				0	0	4	0	0	0	4
				Totals	0	0	4	0	0	4
[REDACTED]	16 Feb 2008	[REDACTED]		RESPONSE SERVICES	5			1.18	E	
			Letter	5 items			£0.235			
Breakdown w/e 16 Feb 2008										
				Mon	Tue	Wed	Thu	Fri	Sat	Total
				0	0	2	1	2	0	5
				Totals	0	0	2	1	2	5

Total Net **33.07**

Total VAT E = exempt **0.00**

Total 33.07

Including this usage your balance is now **6.93 CR**

To maintain your credit balance please pay **40.00**

[REDACTED]



Alan Whitehead MP

[REDACTED]

5th March 2008

INVOICE

Payment of Franking Machine for use by both MPs' offices.

Total cost to be equally divided between the offices of [REDACTED] & A Whitehead.

Total Cost of Machine £2,778.89

Total to be paid by office of A Whitehead MP. £1389.44

[REDACTED]

Total cost of initial slogan £223.23

Total to be paid by office of A Whitehead MP. £111.62

PAYABLE TO: NEOPOST LIMITED.

[REDACTED]

ACCOUNT No. CUSTOMER ORDER REF INVOICE No. INVOICE DATE

SOLD TO DELIVERED TO
& Alan Whitehead MP & Alan Whitehead MP

ORDER DATE ORDER No. PAGES 1 of 1 INV. DATE PAYMENT DUE

QTY	UNIT	DESCRIPTION OF GOODS	PRODUCT CODE	TOTAL
1	EA	(Machine N1372163)	101953	430.47
1	EA	(Machine 8JSA058)	102298	1,127.41
1	EA	(Machine CBJRF581)	100536	807.13

TERMS AND CONDITIONS OF SALE AS OVERLEAF

TOTAL **£2,365.01**
VAT AT **17.50%** **£413.88**
INVOICE TOTAL **£2,778.89**



ACCOUNT No.	CUSTOMER ORDER REF	INVOICE No.	INVOICE DATE
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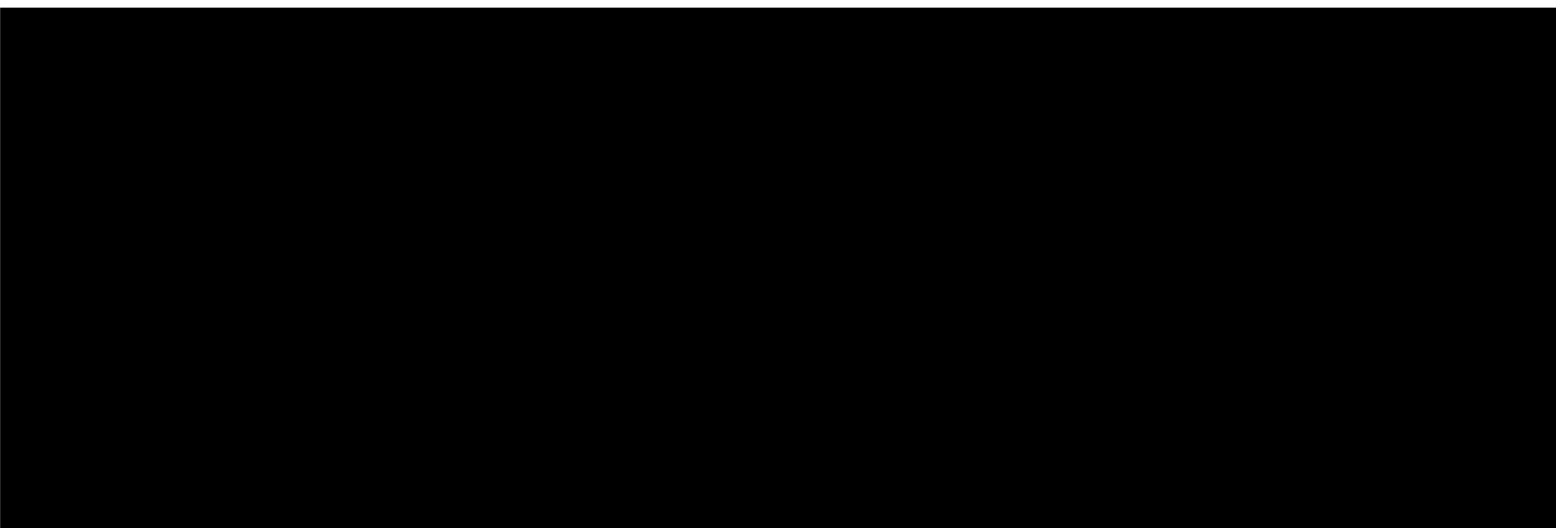
SOLD TO	DELIVERED TO
[Redacted] & Alan Whitehead MP	[Redacted] & Alan Whitehead MP

ORDER DATE	ORDER No.	PAGES	INV. DATE	PAYMENT DUE
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QTY	UNIT	DESCRIPTION OF GOODS	PRODUCT CODE	TOTAL
1	EA	[Redacted] SLOGAN (INITIAL)	300370	94.99
1	EA	[Redacted] SLOGAN (INITIAL)	300370	94.99

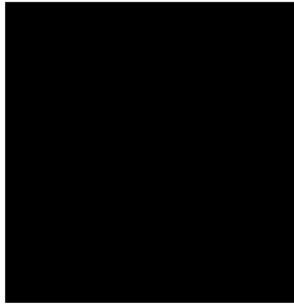
TERMS AND CONDITIONS OF SALE AS OVERLEAF

TOTAL	£189.98
VAT AT 17.50%	£33.25
INVOICE TOTAL	£223.23



CLIENT/ADDRESS:

Accounts
Alan Whitehead M.P.



Great
WHITE GRAPHICS

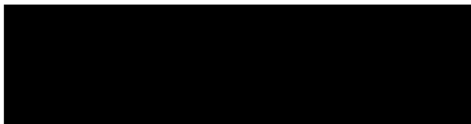
DATE: 6th March 2008

OUR INV NO [REDACTED]

CLIENT ORDER NO [REDACTED]

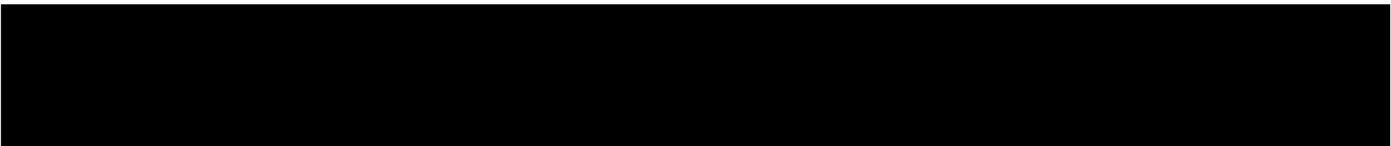
INVOICE

Invoice No	Description	Cost
[REDACTED]	10th Annual Report x 35,000	£2,288.00



Please make cheques payable to [REDACTED]
Payment is due 28 days from date of invoice.

Total nett amount	£2,288.00
Total VAT	ZERO
Invoice Total	£2,288.00





Communications Allowance

Direct payment of suppliers 19 MAR 2008

Comms2

page 1 of 2

VALIDATION RECEIVED

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 WHITEHEAD

Constituency

SOUTHAMPTON TEST

Office use only Cost

Claim details

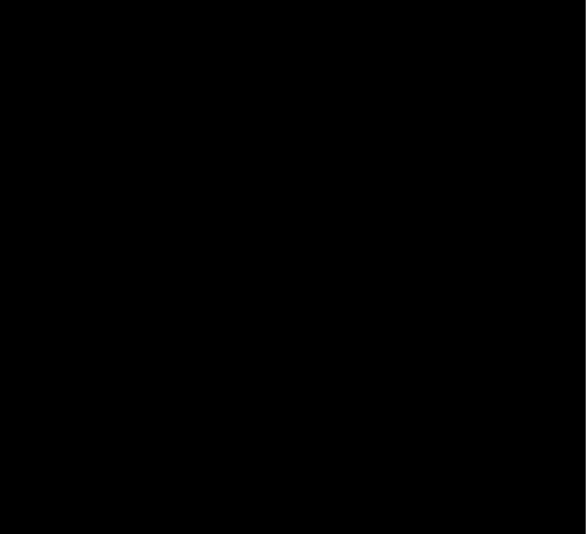
You can only request Please ensure

- payment to suppliers for goods and services directly relating to Communications Allowance.
you attach all supplier invoices.

Period of claim from 7/3/08 to 14/03/08 Allowance year 2007/2008

Table with columns Suppliers and Amount. Includes handwritten entries: NEDPOST, 146:27p, 500:00p

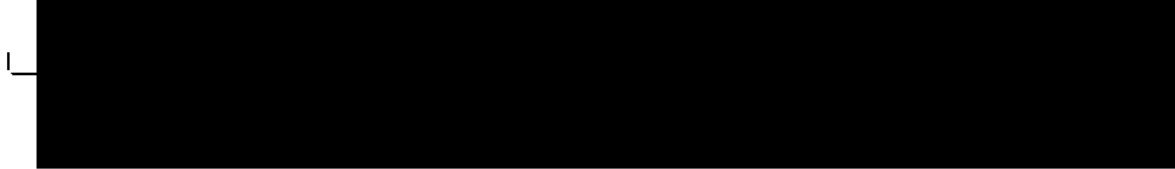
Office use only Allow. / Supp ID / Exp.Type (Cat 5)



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



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.

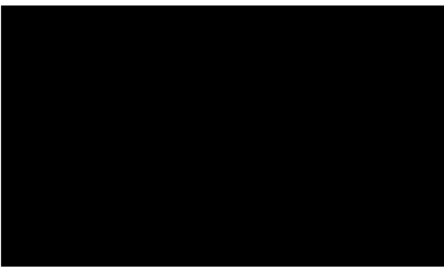
Under the Data Protection Act 1998, you have the right to see and receive a copy of any personal data that the House of Commons Administration holds about you. If you have questions about the contents of this notice or how your information is handled or about your rights under the Data Protection Act 1998, please call our Data Protection Officer on [redacted] 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	<input type="text"/>
Comments	



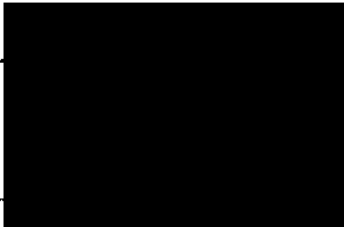


ACCOUNT No.	CUSTOMER ORDER REF	INVOICE No.	INVOICE DATE
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SOLD TO	DELIVERED TO
& Alan Whitehead MP	& Alan Whitehead MP

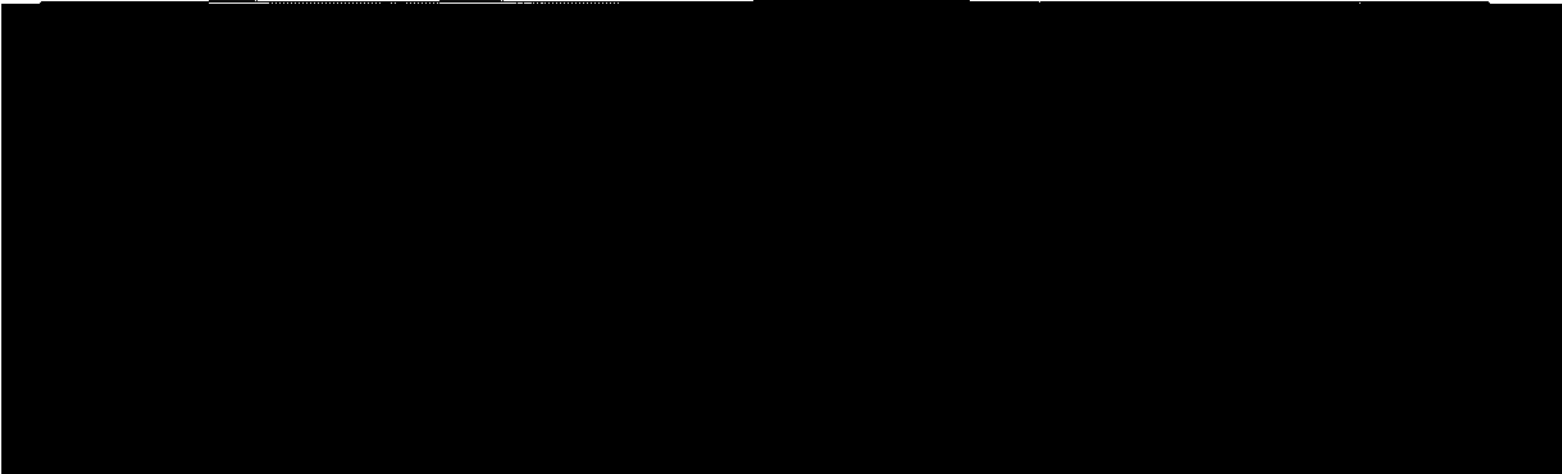
ORDER DATE	ORDER No.	PAGES	INV. DATE	PAYMENT DUE
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QTY	UNIT	DESCRIPTION OF GOODS	PRODUCT CODE	TOTAL
1	EA	CONTRACT NUMBER [REDACTED] AUTOFEED SERVICE PLAN [F] (Machine [REDACTED] 29.02.2008 TO 27.02.2009)	600683	88.30
1	EA	METER SERVICE PLAN [F] (Machine [REDACTED] 29.02.2008 TO 27.02.2009)	602103	0.00
1	EA	BASE SERVICE PLAN [F] (Machine [REDACTED] 29.02.2008 TO 27.02.2009)	602508	160.67



TERMS AND CONDITIONS OF SALE AS OVERLEAF

TOTAL	£248.97
VAT AT 17.50%	£43.57
INVOICE TOTAL	£292.54





Alan Whitehead MP.



12th March 2008

INVOICE

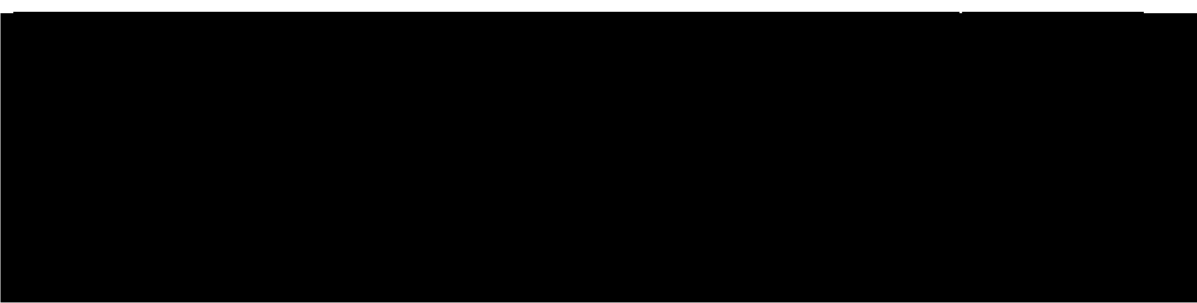
Payment to Neopost Ltd.
Service agreement for Franking machine.

Total cost of bill to be divided equally between the offices of [redacted] & Alan Whitehead MP.

Total cost of service agreement £292.54

Total to be paid by Alan Whitehead MP **£146.27**

Payable to: NEOPOST LTD.



[REDACTED]

neopost[®]

FAX MESSAGE

[REDACTED]

TO: [REDACTED] & Alan Whitehead

FAX: [REDACTED]

FROM: [REDACTED]

Date: 05/03/08

MCB Reference: [REDACTED]

Minimum Credit Balance: £500.00

Payment Required: £500.00

As your available credit is below your agreed Minimum Credit Balance a payment is required for the difference (detailed above). Please make cheques payable to 'Neopost Ltd' and send to the above address.

For BACS transfers, our National Westminster bank details are as follows. Please allow 3 working days for the clearance of payments. To ensure prompt allocation of funds please fax remittance advice to the number above.

[REDACTED]

You will probably find it more convenient to operate your postage account by way of Direct Debit. This would enable you to obtain postage credit when you need it and avoid the delays that can occur with manually generated payments. Please contact us to make the necessary arrangements.

To ensure your payment is allocated quickly to your account, please quote your TMS account reference on all payments and correspondence.

Kind regards

[REDACTED]

59
[REDACTED]

[REDACTED]



Communications Allowance
Member's reimbursement form

28 FEB 2008

Comms1

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

ALAN WHITEHEAD

Constituency

SOUTHAMPTON TEST

Office use only

Costs

Claim details

You can only claim for

costs you have actually paid.

Please ensure

you attach all receipts or invoices for items

Period of claim

from ___ / ___ / ___ to ___ / ___ / ___

Allowance year

2007, 2008

Description of service or goods

Amount

Office use only

Allow. / Exp. Type (cat5)

STAMPS

£ 40 : 00 p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

Total

£ 40 : 00 p

Authorisation and declaration

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

Signature

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 SW1A 0AA

Office use only

Initials / Date

Input subtotals per Cat 5

Validation completed

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£	
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£	
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Comments

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FINANCE &
ADMINISTRATION
HOUSE OF COMMONS

Communications Allowance

Direct payment of suppliers

Comms2

page 1 of 2

11 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

ALAN WHITEHEAD

Constituency

SOUTHAMPTON TEST

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

2007 / 2008

Suppliers

X1

Amount

ROYAL MAIL

£ 60 : 91 p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

Office use only

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

12/2/8

Authorisation and declaration

Signature

Data protection

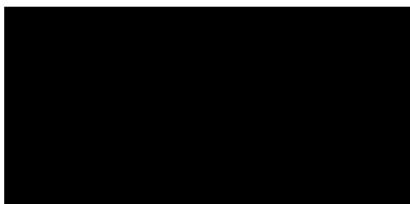
The House of Commons Administration will process the information you provide on this form for the purpose of administering and accounting for the Members' Estimate, making payments and keeping records in accordance with the rules agreed by the House of Commons and the HM Revenue & Customs. The information 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 	



Invoice enquires



Invoice number



Invoice date

15 Jan 2008

Page

1 of 2

To
ALAN WHITEHEAD



Invoice

for your reducing credit
balance account

Account held at
ALAN WHITEHEAD



Customer account number



Legal entity number



Terms

21 days

Please pay by

05 Feb 2008

Docket no.	Posting date Poster	Sender's ref. Contract no.	Format	Service Quantity	Weight(kg)	Unit cost (£)	Net value	VAT
------------	------------------------	-------------------------------	--------	---------------------	------------	---------------	-----------	-----

Opening balance on account 14.36 CR

Payment received - thank you 40.00 CR

15 Dec 2007	0			RESPONSE SERVICES			0.47	E
			Letter	2		£0.235		
				2 items				

Breakdown w/e	16 Dec 2007	Mon	Tue	Wed	Thu	Fri	Sat	Total
Items @ £0.235		1	0	1	0	0	0	2
Totals		1	0	1	0	0	0	2

22 Dec 2007	0			RESPONSE SERVICES			0.24	E
			Letter	1		£0.235		
				1 item				

Breakdown w/e	22 Dec 2007	Mon	Tue	Wed	Thu	Fri	Sat	Total
Items @ £0.235		0	0	0	0	0	1	1
Totals		0	0	0	0	0	1	1

22 Dec 2007	0			RESPONSE SERVICES			2.12	E
				9				

Amount carried forward to next page 2.63





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 WHITEHEAD

Constituency

SOUTHAMPTON TEST

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 1 / 01 / 08 to 14 / 01 / 08

Allowance year

2007, 2008

Suppliers

Amount

S.L.P	£ 25 : 00 p
PUBLIC IMPACT	£ 768 : 91 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.

Signature

Data protection

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Send your completed form to

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

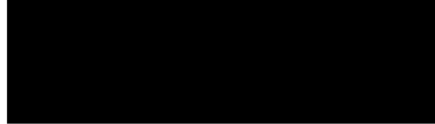
Office use only

Initials / Date

Validation completed

Comments

Southampton Labour Party



Alan Whitehead MP

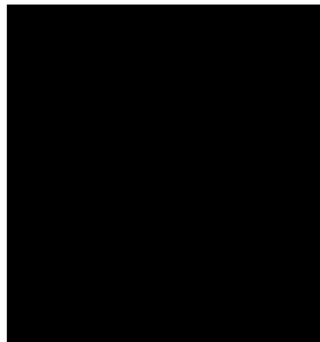


10th January 2008

Invoice – Printing costs

Surgery leaflets (one side, own paper)

April to June 2007	2000 copies @ £5.00 per 1000	£ 10.00
July 2007 (Redbridge & Millbrook)	1000 copies @ £5.00 per 1000	£ 5.00
September 2007 (Freemantle)	500 copies @ £5.00 per 1000	£ 2.50
November 2007 (Shirley & Portswood)	1500 copies @ £5.00 per 1000	£ 7.50
Total now due		£ 25.00



Invoice

Page 1

Alan Whitehead MP
House of Commons
Westminster
LONDON
SW1A 0AA

Invoice No.**Invoice/Tax Date**

31/12/2007

Cust. Order No.**Account Ref.****Quantity Details**

	Unit Price	Net	VAT Rate	VAT
1.00 Printing of 20K A4 Roving Surgery leaflets	699.00	699.00	0.00	0.00
1.00 Delivery	59.50	59.50	17.50	10.41

Total Net Amount 758.50**Total VAT Amount 10.41****Invoice Total 768.91****Invoice Terms: 30 Days**



Communications Allowance
Direct payment of suppliers

Comms2N

VALID page 1 of 2

21 DEC 2007

24 DEC 2007

RECEIVED

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 WHITEHEAD

Constituency

SOUTHAMPTON TEST

Office use only	Costs	
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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 13 / 12 / 07 to 17 / 12 / 07 Allowance year /

Suppliers	Amount
GREAT WHITE GRAPHICS	£ 1318 : 00 p
FREEPOST	£ 40 : 00 p
	£ : p
	£ : p
	£ : p
	£ : p
	£ : p
	£ : p

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

Authorisation and declaration

Signature

[Redacted Signature Area]

Great White Graphics

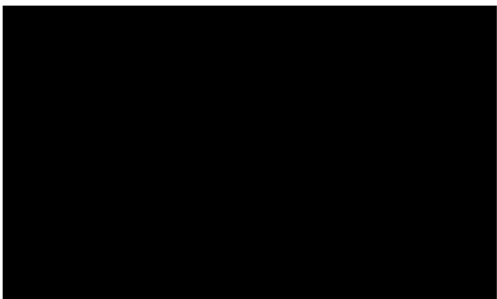
CREATIVE DESIGN & PRINT



CLIENT/ADDRESS:

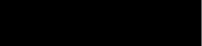


Alan Whitehead M.P



DATE: 8th December 2007

OUR INV



CLIENT ORDER NO



INVOICE

Invoice No	Description	Cost
	Newsletter 35,000	£1,318.00

Please make cheques payable to **Great White Graphics Ltd.**
Payment is due 28 days from date of invoice

Total nett amount	£1,318.00
Total VAT	ZERO
Invoice Total	£1,318.00



