



2008-09

# 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

ANDREW SMITH

Constituency

OXFORD EAST

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 01/03/08 to 31/03/08

Allowance year

07/08

Suppliers

Amount

MVMENT MARKETING SERVICES LTD	£ 2983.36 p ✓
	£ : p
	£ : p
	£ : p
	£ : p
	£ : p
	£ : p
	£ : p

£ 2,983.36 ✓

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 connection with the performance of my Parliamentary duties.

Signature

[Redacted Signature]

MP

Date

22-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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**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**

tangent

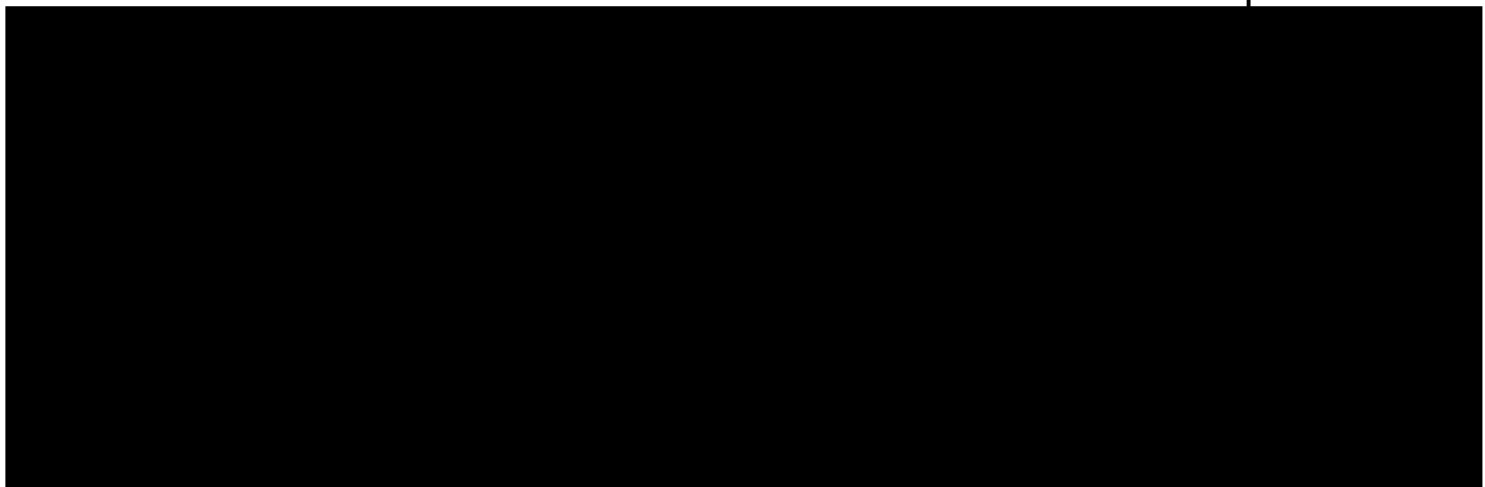


INVOICE FOR MARCH NATIONAL DM

Attn: Andrew Smith

Invoice No :  
Invoice Date :  
Customer Ref :

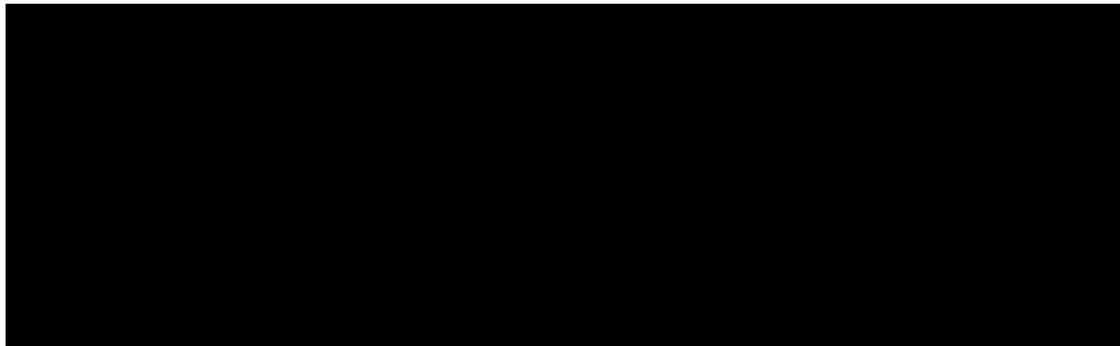
Customer Ref 2	Description	Job Number	Quantity	Vat £	Net Price £
	Andrew_Smith_Parliamentary Letter - A4x4pp x MAILED IN MARCH 2008	52591	9323	261.04	1,491.66
	Carriage (postage at 2 <sup>nd</sup> class rate)			261.04	1491.66
				<b>Total Price</b>	<b>2983.36</b>
				<b>Vat Amount</b>	<del>922.66</del>
				<b>Gross Price</b>	<del>3505.49</del>



Start : 01 January 2008 End : 31 March 2008  Change

(Andrew Smith ) Orders

Job Name	Quantity	Value	Date	Purchase Order	Status
Delivery charge for Direct Mail [REDACTED]	1	£530.08	13/03/2008		Despatched
LAB03- Newsletter A4 4pp - Version 2 : Variable Job 3313 records.	3313	£530.08	13/03/2008		Queued
Delivery charge for Direct Mail [REDACTED]	1	£515.68	13/03/2008		Despatched
LAB03- Newsletter A4 4pp - Version 2 : Variable Job 3223 records.	3223	£515.68	13/03/2008		Queued
Delivery charge for Direct Mail [REDACTED]	1	£445.92	13/03/2008		Despatched
LAB03- Newsletter A4 4pp - Version 2 : Variable Job 2787 records.	2787	£445.92	13/03/2008		Queued
<b>Total</b>	<b>9326</b>	<b>£2,983.36</b>			





Member's reimbursement form

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

ANDREW SMITH

Constituency

OXFORD EAST

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 of £250 and above.

Period of claim

from 1/3/08 to 31/3/08

Allowance year

07/08

Description of service or goods

Amount

WALKSORT COST OF MAILING £ : p

REPORT BANK LETTER TO CONSTITUENT £ 1323.76 p ✓

as per attached £ : p

£ : p

£ : p

£ : p

£ : p

Total

£ 1323.76 p ✓

Office use only

Allow. / Exp. Type (cat5)

Authorisation and declaration

I claim reimbursement of these costs which I incurred wholly, exclusively and necessarily in the performance of my Parliamentary duties.

Signature

[Redacted Signature]

MP

Date

2/4/08

**Data protection**

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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	<input type="text"/>	514500	<input type="text" value="£"/>
	<input type="text"/>	514525	<input type="text" value="£"/>

**Comments**

# Invoice

To  
RT HON ANDREW SMITH MP

Account held at  
RT HON ANDREW SMITH MP

Customer account number

Terms  
30 days

Please pay by  
**23 Apr 2008**

Docket no.	Posting date	Sender's ref.	Format	Service	Quantity	Weight (kg)	Unit cost (£)	Net value	VAT
				WALKSORT 2 LEVY PREPAID	3,055	0,020		452.37	E
SUB TOTAL							£462.37		
				WALKSORT 2 LEVY PREPAID	8,541	221.025		1,323.76	E
SUB TOTAL							£1,323.76		

Total Net		<del>1,786.13</del>
Total VAT	E = exempt	0.00
<b>Total</b>		<b>1,786.13</b>

23 APR 2008

Total amount due  
**£1,786.13**





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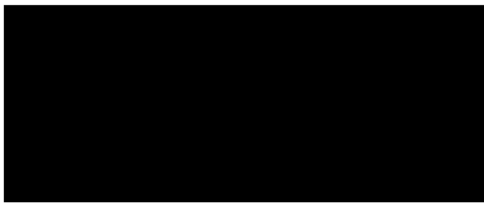
**Send your completed form to**

Validation Team, Operations Directorate,  
Department of Finance & Administration, House of Commons, London SW1A 0AA

**Office use only**

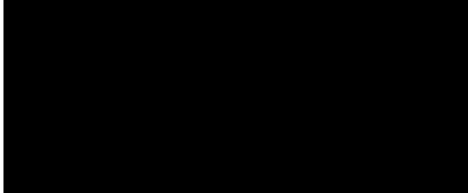
	Initials / Date		Input subtotals per Cat 5
Validation completed	<input type="text"/>	514500	£ <input type="text"/>
	<input type="text"/>	514525	£ <input type="text"/>

**Comments**

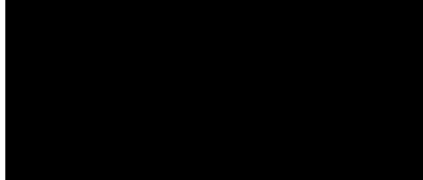


# INVOICE

Invoice to:  
RT HON ANDREW SMITH MP



Deliver to:  
RT HON ANDREW SMITH MP



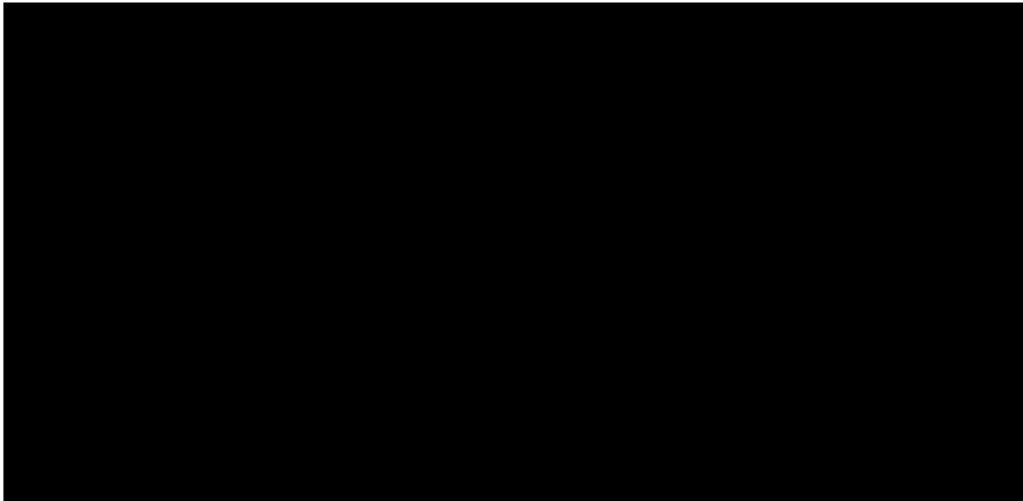
Account .....  
Payment .....  
Inst. Ord. No. ....  
VAT Number .....



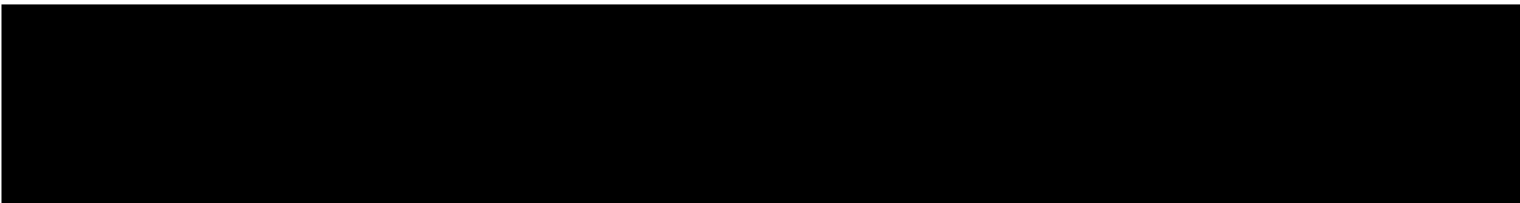
Page .....: 1  
Date .....: 27/03/2008  
Order .....  
Invoice No ...:



Item No.	Description	Quantity	Unit	Unit Price	%	Value
	C5 162x229mm Wallet - Window White 90gsm Boxed 500 Self Seal (45x90mm - 60mm up 2	25.00	1000's	14.15	0.00	353.75
	To litho overprint envelopes as artwork supplied	25.00	1000's	4.80	0.00	120.00
	1 x Envelope containing File samples for your print or Order Number:	1.00	Each	0.00	0.00	0.00



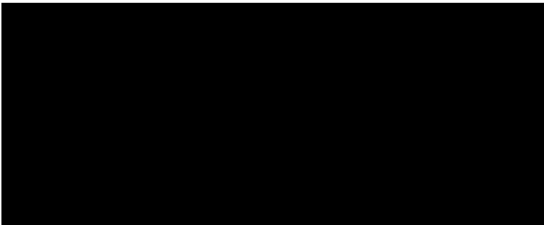
Carried forward to page: 2





31 MAR 2008

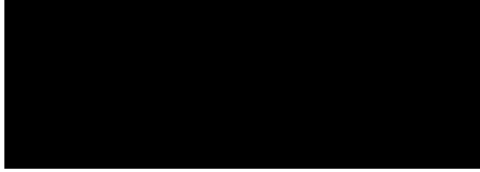
ENVELOPE PRINTING COMPANY



# INVOICE

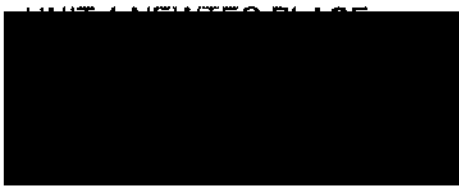
Invoice to:

RT HON ANDREW SMITH MP

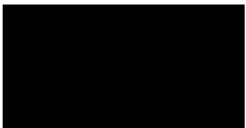


Deliver to:

RT HON ANDREW SMITH MP



Account .....  
Payment .....  
Inst. Ord. No. ....  
VAT Number .....



Page .....: 2  
Date .....: 27/03/2008  
Order .....  
Invoice No ...:



Item No.	Description	Quantity	Unit	Unit Price	%	Value
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Bought forward from page: 1

*Part 2*

Order Bal.

Total Disc.

Carriage

VAT

Round Off

TOTAL GBP

473.75

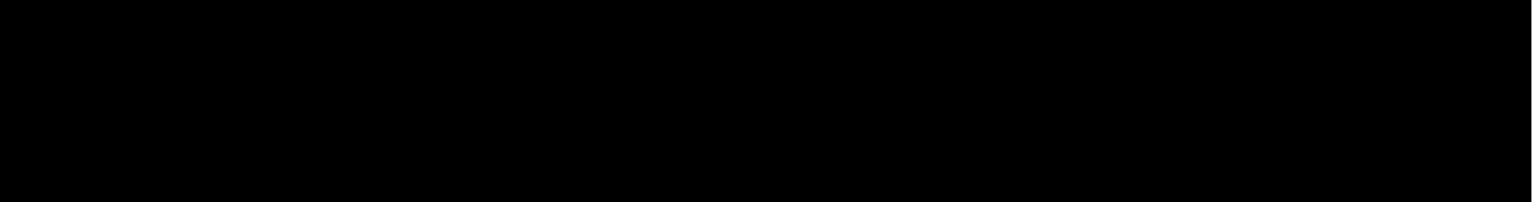
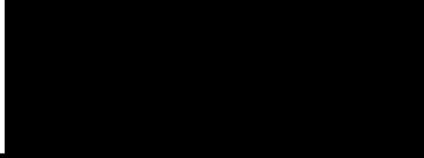
0.00

0.00

82.91

0.00

556.66





Communications Allowance
Direct payment of suppliers

26 FEB 2008

Comms2 page 1 of 2

Handwritten signature and stamp

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

ANDREW SMITH

Constituency

OXFORD EAST

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 JAN 08 to 31 JAN 08 Allowance year 07 108

Suppliers

Amount

Royal Mail

£ 1072.06 p

[Mailing to caseworker]

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

Office use only Allow. / Supp ID / Exp.Type (Col 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

25 Feb 2008

**Data protection**


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**Send your completed form to**

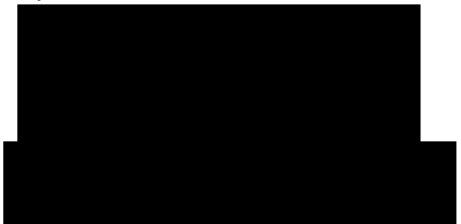
Validation Team, Operations Directorate,  
Department of Finance & Administration, House of Commons, London SW1AA

Office use only	
Initials / Date	
Validation completed	<input type="text"/>
	
	<u>£ 1,072.06</u>
Comments	BM



# Invoice

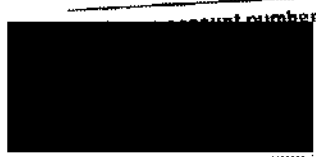
To  
RT HON ANDREW SMITH MP



Account held at  
RT HON ANDREW SMITH MP



Terms  
30 days  
Please pay by  
27 Feb 2008



Docket no.	Posting date Poster	Sender's ref. Contract no.	Format	Service Quantity	Weight(kg)	Unit cost (£)	Net value	VAT
				1ST AND 2ND CLASS ACCOUNT MAIL	4,873	0.100	1,072.06	E
SUB TOTAL							£1,072.06	

Total Net	1,072.06
Total VAT	E = exempt 0.00
<b>Total</b>	<b>1,072.06</b>

You have elected to pay by direct debit. We will debit your account on 27 Feb 2008

Total amount due  
**£1,072.06**

2764 J105240693\_199F1\_8251



04 DEC 2007

# Communications Allowance

# Comms2

page 1 of 2

## 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

ANDREW SMITH

Constituency

OXFORD EAST

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 / 2007 to 30 / 11 / 2007 Allowance year \_\_\_\_ / \_\_\_\_

Suppliers

Amount

PUBLIC IMPACT SURVEY	£ 1323 .11	p
CARDS (CONSUMER PREVIOUSLY	£ _____	p
APPROVED AND ATTACHED)	£ _____	p
	£ _____	p
	£ _____	p
	£ _____	p
	£ _____	p
	£ _____	p

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

### Authorisation and declaration

- I confirm that the payments requested are in respect of costs incurred wholly, exclusively in the performance of my Parliamentary duties.

Signature

[REDACTED]

MP

Date

3/12/07

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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**

Page 1

Rt Hon Andrew Smith MP

**Invoice No.****Invoice/Tax Date****Cust. Order No.****Account Ref.****Quantity Details**

	<b>Disc%</b>	<b>Disc Amount</b>	<b>Net</b>	<b>VAT Rate</b>	<b>VAT</b>
1.00 Leaflets - 2008 Surgery Details 2pp A5 Colour 35K	0.00	0.00	1,220.00	0.00	0.00
1.00 Delivery Scale F	0.00	0.00	87.75	17.50	15.36

**Total Net Amount** 1,307.75**Total VAT Amount** 15.36**Invoice Terms: 30 Days****Invoice Total** 1,323.11



Communications Allowance  
Member's reimbursement form

09 NOV 2007

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

ANDREW SMITH

Constituency

OXFORD EAST

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 of £250 and above.

Period of claim from 01/11/07 to 30/11/07 Allowance year 07/08

Description of service or goods	Amount
Royal Mail Walksart	£ 894.94 p
delivery of letters to	£ : p
constituents	£ : p
	£ : p
	£ : p
	£ : p
	£ : p

Office use only

Allow. / Exp. Type (cat5)

Total

£ 894.94 p

Authorisation and declaration

I claim reimbursement of these costs which I incurred wholly, exclusively and necessarily in the duties.

Signature

MP

Date

6/11/07

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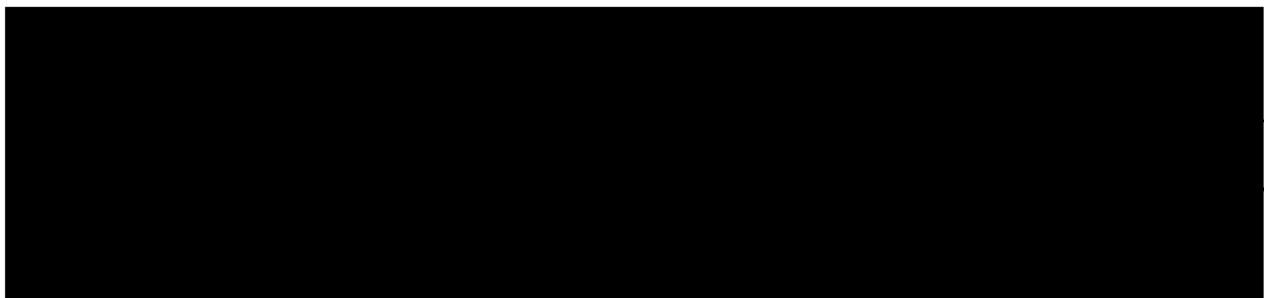
**Office use only**

	Initials / Date		Input subtotals per Cat 5
Validation completed	<input type="text"/>	514500	<input type="text" value="£"/>
	<input type="text"/>	514525	<input type="text" value="£"/>

**Comments**



Royal Mail



# Invoice

To  
RT HON ANDREW SMITH MP

Account held at  
RT HON ANDREW SMITH MP

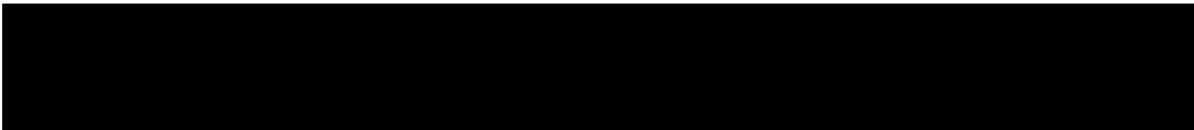
Customer account number

Terms  
30 days

Please pay by  
**28 Nov 2007**

Docket no.	Posting date Postal	Sender's ref. Contract no.	Format	Service Quantity	Weight(kg)	Unit cost (£)	Net value	VAT
				WALKSORT 2 LEVY PREPAID	3,088	61.760	462.37	E
				SUB TOTAL		£462.37		
				WALKSORT 2 LEVY PREPAID	2,889	80.882	432.57	E
				SUB TOTAL		£432.57		

Total Net	894.94
Total VAT	E = exempt 0.00
<b>Total</b>	<b>894.94</b>



Total amount due  
**£894.94**



Direct payment of suppliers

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Your details

Name in CAPITAL LETTERS

ANDREW SMITH

Constituency

OXFORD EAST

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 1/10/07 to 31/10/07

Allowance year

07/08

Suppliers

Amount

PUBLIC IMPACT

£2245.75 p

Newsletter as attached -

£ : p

Content previously cleared.

£ : 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

22 Oct 2007

**Data protection**

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

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

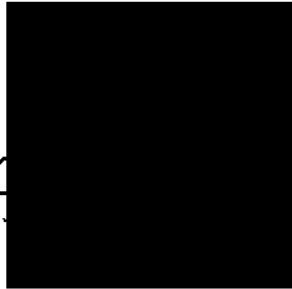


17/07/2017

**Invoice**

Page 1

Rt Hon Andrew Smith MP



**Invoice No.**



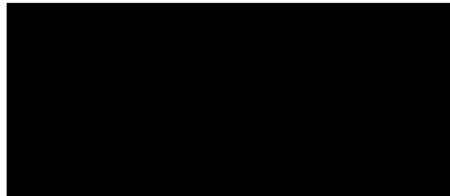
**Invoice/Tax Date**

**Cust. Order No.**

**Account Ref.**

**Quantity Details**

	<b>Unit Price</b>	<b>Net</b>	<b>VAT Rate</b>	<b>VAT</b>
1.00 Printing of 40,000 Tabloid Parliamentary News	2,140.00	2,140.00	0.00	0.00
1.00 Delivery	90.00	90.00	17.50	15.75



**Total Net Amount 2,230.00**

**Total VAT Amount 15.75**

**Invoice Terms: 30 Days**

**Invoice Total 2,245.75**





Communications Allowance
Direct payment of suppliers

11 JUL 2007

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

ANDREW SMITH

Constituency

OXFORD EAST

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

Table with columns Suppliers and Amount. Entry: epc-envelopes as per attached £ 469.06p

Office use only Allow. / Supp ID / Exp.Type (Cat 5) 87121/3

Authorisation and declaration

I confirm that the payments requested are in respect of costs incurred wholly, exc... of my Parliamentary duties.

Signature

[Redacted Signature]

MP

Date 06/07/07



**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

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**Office use only**

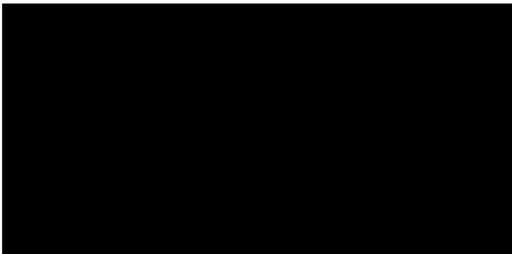
Initials / Date

Validation  
completed

Comments



ENVELOPE PRINTING COMPANY



# INVOICE

Invoice to:  
RT HON ANDREW SMITH MP



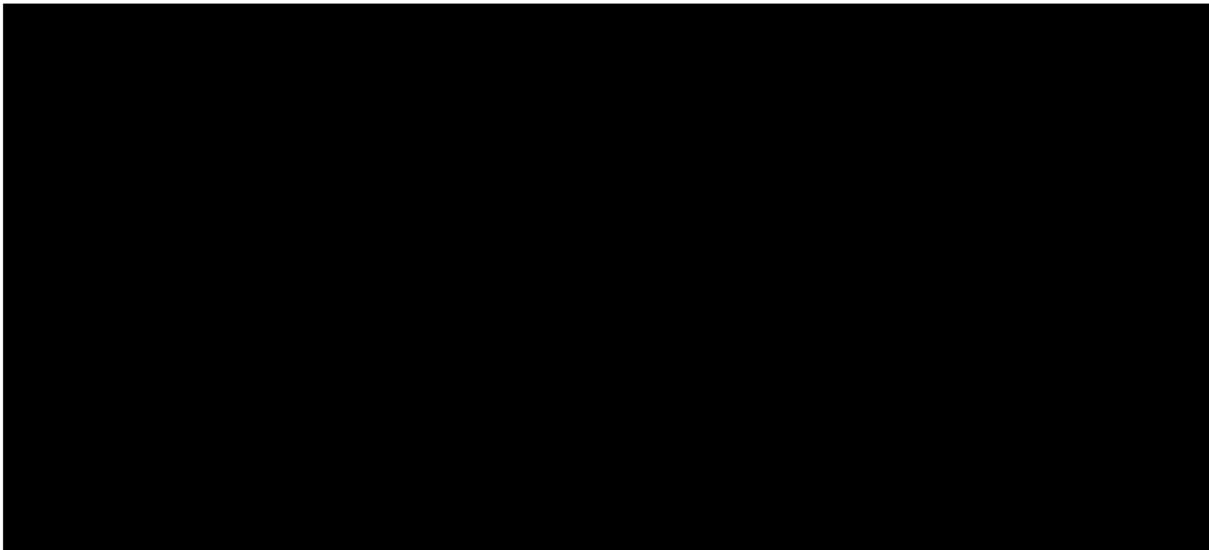
Deliver to:  
RT HON ANDREW SMITH MP



Account .....  
Payment .....  
Cust. Ord. No. ....  
VAT Number .....

Page .....: 1  
Date .....: 29/06/2007  
Order .....  
Invoice No .....

Item No.	Description	Quantity	Unit	Unit Price	%	Value
	C5 162x229mm Wallet - Window White 90gsm Boxed 500 Self Seal (45x90mm - 60mm up 2	20.00	1000's	14.22	0.00	284.40
	To litho overprint envelopes as artwork supplied	20.00	1000's	5.74	0.00	114.80



Order Bal.	Total Disc.	Carriage	VAT	Round Off	TOTAL GBP
399.20	0.00	0.00	69.86	0.00	469.06

