



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

21 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**

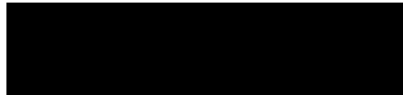
Name  
in CAPITAL LETTERS

ANNE MAIN

Constituency

ST. ALBANS

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 \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_

Allowance year

\_\_\_/\_\_\_

Suppliers

Amount

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

Royal Mail.	£ 1647.63p	
	£ _____p	
	£ _____p	
ESD 42	£ _____p	
	£ _____p	
	£ _____p	
	£ _____p	
	£ _____p	

**Authorisation and declaration**

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

Signature



MP

Date

20/2/08

**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.

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

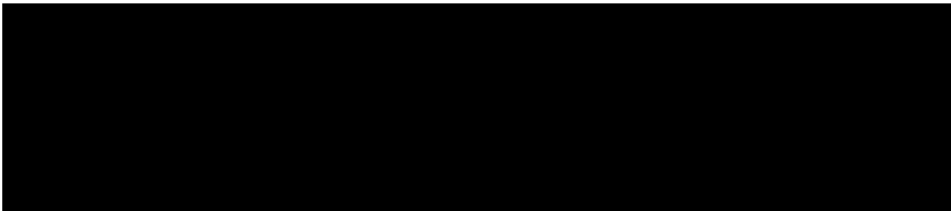
---

**Office use only**

Initials / Date

Validation completed

Comments



Invoice number

Invoice date  
**22 Nov 2007**

Page  
**1** of 1

# Invoice

To  
ANNE MAIN MP

Account held at  
ANNE MAIN MP

Customer account number

Terms  
**30 days**

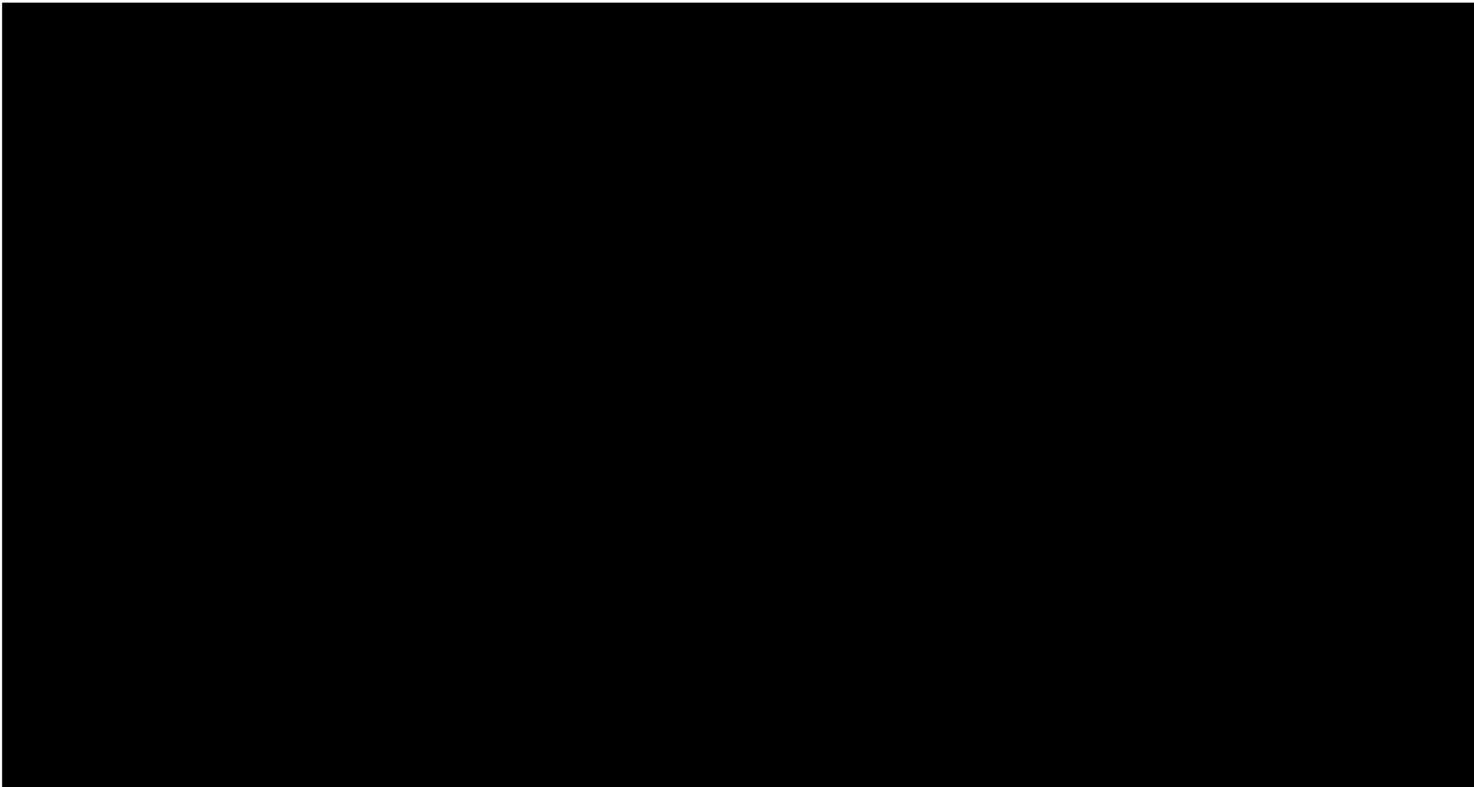
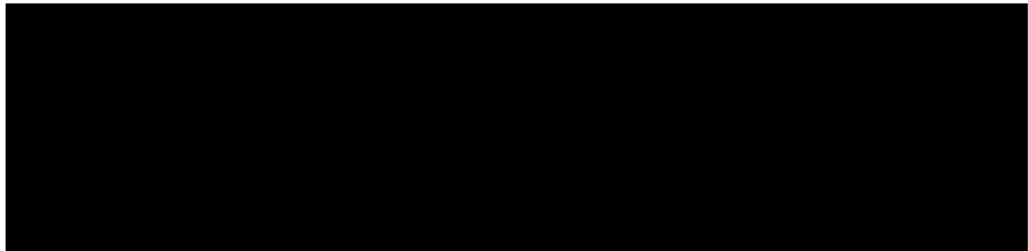
Please pay by  
**22 Dec 2007**

Docket no	Posting date Poster	Sender's ref. Contract no	Format	Service Quantity	Weight(kg)	Duties (€)	Net value	VAT
				DOOR TO DOOR 33,972 33972 ITEMS AT 4.850 PENCE			1,647.63	E

Total Net **1,647.63**

Total VAT E = exempt **0.00**

**Total 1,647.63**





Communications Allowance
Direct payment of suppliers

01 OCT 2007

Comms2 page 1 of 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

ANNE MAIN

Constituency

ST. ALBANS

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 / / to / / Allowance year /

Suppliers

Amount

Table with 2 columns: Suppliers, Amount. Rows include MP Services with amounts like £ 694.43 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

28/9/07

**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.

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**

# invoice

Mrs Anne Main MP

Number: [REDACTED]

Account: [REDACTED]

Date: 15 September 2007

## Orders

Order	Quantity	Product	VAT	Price
[REDACTED]	10000	- MP Calling Cards DL July07	£93.80	£536.00

## Additional Costs

Order	Cost Description	VAT	Price
[REDACTED]	Dispatch from Printer	£9.63	£55.00

Total (excl): £591.00

VAT: £103.43

**TOTAL** £694.43

Service that delivers

# invoice

Mrs Anne Main MP

Number: [REDACTED]

Account: [REDACTED]

Date: 15 September 2007

## Orders

Order	Quantity	Product		VAT	Price
[REDACTED]	7000	- MP Calling Cards DL	May07	£79.52	£454.40

Total (excl): £454.40

VAT: £79.52

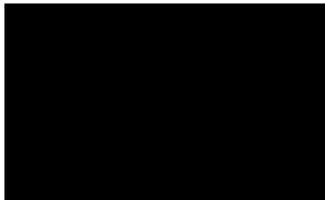
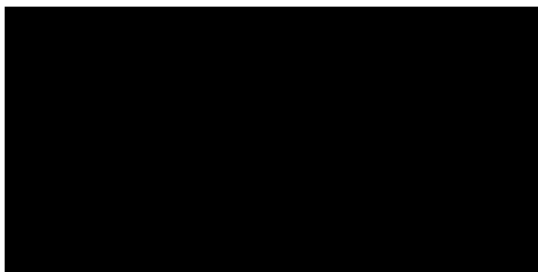
---

**TOTAL** £533.92

*Service that delivers*

# invoice

Mrs Anne Main MP




Number: 

Account: 

Date: 15 September 2007

*Orders*

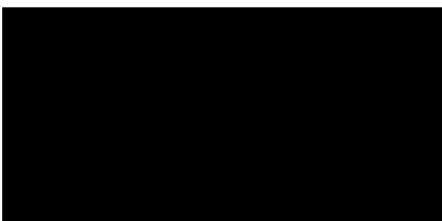
Order	Quantity	Product	VAT	Price
	1000	- MP Posters A4	£81.90	£468.00

*Jul07*

Total (excl): £468.00

VAT: £81.90

**TOTAL** £549.90



*Service that delivers*





Communications Allowance

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

ANNE MAIN

Constituency

STALBANS

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

to

Allowance year

Description of service or goods

Amount

STAMPS

£ 314.00 p

Royal Mail

£ 1,647.63 p

MP services

£ 2,168.25 p

£ : p

£ : p

£ : p

£ : p

Total

£ 3,649.88 p

Office use only

Allow. / Exp. Type (cat5)

Authorisation and declaration

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

Signature

MP

Date

10/12/07

**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.

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).

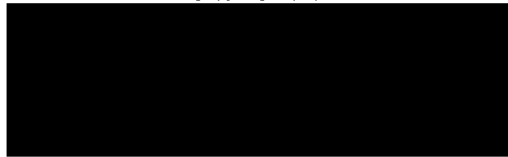
Send your completed form to

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

Office use only					
Validation completed	Initials / Date	Input subtotals per Cat 5			
	<table border="1"><tr><td></td><td></td></tr></table>			<table border="1"><tr><td>£</td></tr><tr><td>£</td></tr></table>	£
£					
£					
 <b>Comments</b>          					

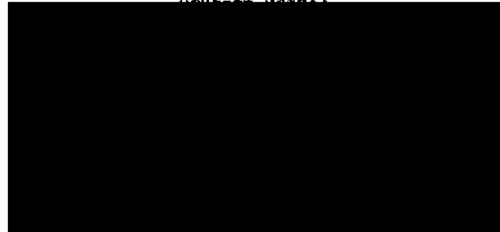


Post Office Ltd.



2nd class Large		
250 @ 0.40		104.00
2nd class stamp		
875 @ 0.24		210.00
TOTAL DUE TO POST OFFICE		314.00
Visa Debit	FROM CUSTOMER	314.00
BALANCE		0.00

Amount Paid



Amount: £314.00

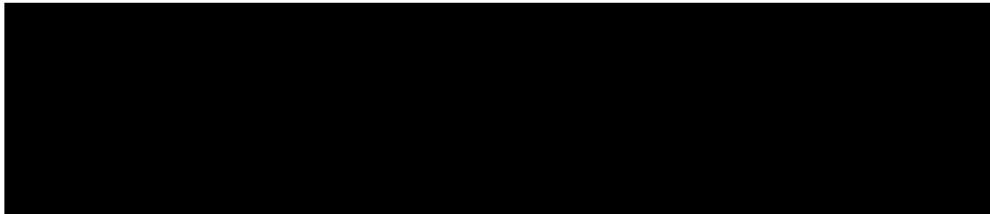
Your account will be debited with the above amount. Cardholder PIN verified. Transaction confirmed.

Please retain for future reference

Thank You



Royal Mail



Invoice number  
 Invoice date  
**22 Nov 2007**  
 Page  
**1** of 1

# Invoice

11 DEC 2007

To  
ANNE MAIN MP

Account held at  
ANNE MAIN MP

Customer account number

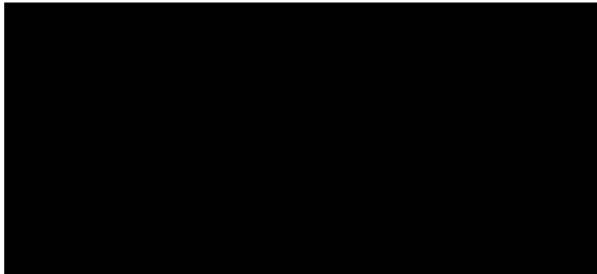
Terms  
 30 days  
 Please pay by  
**22 Dec 2007**

Docket no.	Posting date Poster	Sender's ref. Contract no.	Format	Service Quantity	Weight(kg)	Unit cost (£)	Net value	VAT
				DOOR TO DOOR 33,972 33972 ITEMS AT 4.850 PENCE			1,647.63	E

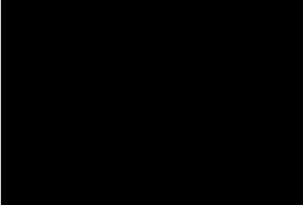
Total Net	1,647.63
Total VAT	E = exempt 0.00
<b>Total</b>	<b>1,647.63</b>



# invoice



Mrs Anne Main MP




20 NOV 2007

Number: 


Account: 

Date: 19 November 2007

### Orders

Order	Quantity	Product		VAT	Price
	35000	- MP Annual Reports	Nov07	£0.00	£2,388.25

### Additional Costs

Order	Cost Description	VAT	Price
	Dispatch from printers	£0.00	£100.00

Total (excl): £2,488.25

VAT: £0.00

**TOTAL** £2,488.25



*Service that delivers*

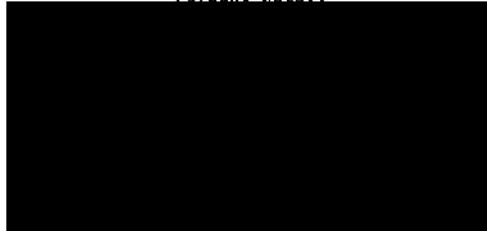


Post Office Ltd



S/a 2ndx100		
10 0	24.00	240.00
TOTAL DUE TO POST OFFICE		240.00
Visa Debit	FROM CUSTOMER	240.00
BALANCE		0.00

Payment Retail



Amount: £240.00

Your account will be debited with the above amount. Cardholder PIN verified. Transaction confirmed.

Please retain for future reference

Thank You



Post Office Ltd.



2nd class stamp		
600	£ 0.24	144.00
TOTAL DUE TO POST OFFICE		144.00
Visa Debit	FROM CUSTOMER	144.00
BALANCE		0.00

Payment Ref: [REDACTED]



Amount: £144.00

Your account will be debited with the above amount. Cardholder PIN verified. Transaction confirmed.

Please retain for future reference

Thank You



**Communications Allowance**  
**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

ANNE MAIN

**Constituency**

ST. ALBANS

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 \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_

**Allowance year**

\_\_\_/\_\_\_

**Description of service or goods**

**Amount**

STAMPS

£ 144.00 p

STAMPS

£ 240.00 p

£ : p

£ : p

£ : p

£ : p

£ : p

**Total**

£ 384.00 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**

18/12/07



**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.

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 SW1A 0AA

**Office use only**

Initials / Date

Input subtotals per Cat 5

Validation completed

--	--

	£
	£

**Comments**

--



# Communications Allowance Direct payment of suppliers

**Comms2**  
page 1 of 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

ANNE MAIN

Constituency

ST. ALBANS

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 \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_ Allowance year \_\_\_/\_\_\_

2

Suppliers	Amount
TNT	£ 71.70p
MP SERVICES	£ 464.00p
_____	£ _____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

18/12/07

**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.

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

# Distribution Contract



post



To  
Anne Main MP

Date : 11/12/2007




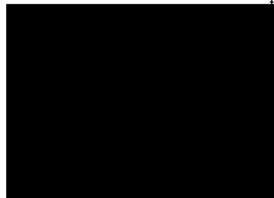
Account Number

Contract Number

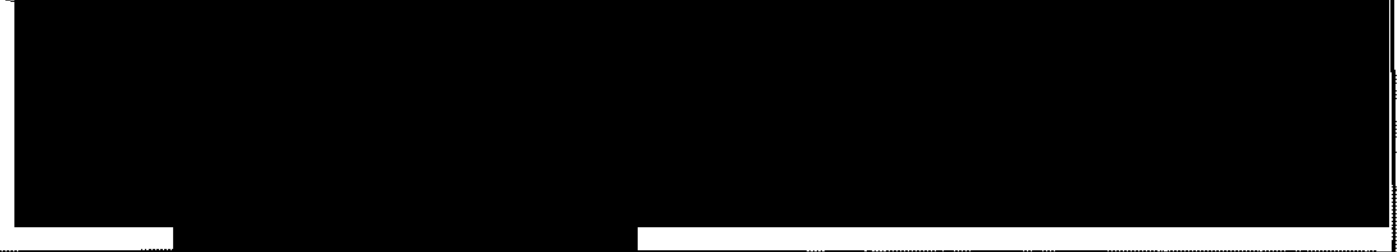
Commencing Date : 17/12/2007

For the attention of  
Anne Main

Service	Cost	VAT Rate	VAT
Item for Distribution : Leaflet / Card Item Title :  Weight(gms) : 16.0      Size : A4 Packing Quantity : 500			
<b>Total Distribution Cost</b> ( 1). 3,698 Leaflets @ £16.50/1000	£61.02	17.50%	£10.68



Special conditions :



The signing of this contract signifies your acceptance of the conditions printed overleaf.

SIGNED :.....

SIGNED :.....

DATE :.....



# Distribution Contract



post

To  
Anne Main MP

Date: 11/12/2007

Account Number [REDACTED] / GB

Contract Number [REDACTED]

Commencing Date: 17/12/2007

For the attention of  
Anne Main

Service	Cost	VAT Rate	VAT
Item for Distribution : Leaflet / Card Item Title : [REDACTED] Weight(gms) : 16.0                      Size : A4 Packing Quantity : 500			
<b>Total Distribution Cost</b> ( 1). 3,698 Leaflets @ £16.50/1000	£61.02	17.50%	£10.68

The signing [REDACTED] acceptance of the conditions printed overleaf.

SIGNED : [REDACTED]

SIGNED : .....

DATE : .....

[REDACTED]

# INVOICE



post

To  
Anne Main MP

Invoice Date : 11/12/2007


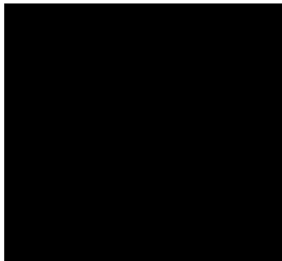
Invoice Number :

Account Number :

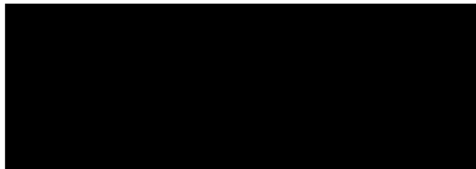
Contract Number :

Commencing Date : 17/12/2007

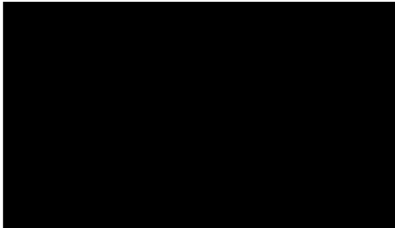
For the attention of  
Anne Main

Service	Cost	VAT Rate %	VAT
Method of Distribution : Newshare Item Title : 			
Total Distribution Cost ( 1). 3,698 Leaflets @ £16.50/1000 	£61.02	17.50%	£10.68
<b>Special conditions :</b> Immediate payment required.	<b>TOTAL COST</b>		£61.02
	<b>VAT @ 17.50%</b>		£10.68
	<b>TOTAL CHARGE</b>		£71.70

**invoice**



Mrs Anne Main MP



5 12 2007

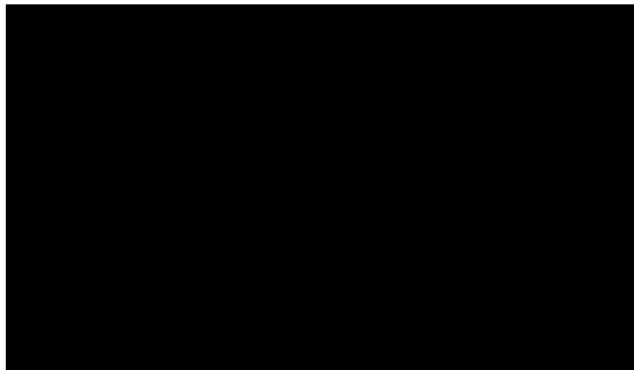
Number: 

Account: 

Date: 15 December 2007

*Orders*

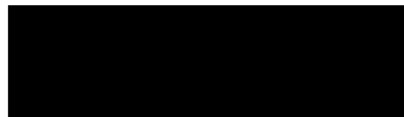
Order	Quantity	Product	VAT	Price
	7500	- MP Annual Reports	£0.00	£464.00



Total (excl): £464.00  
VAT: £0.00  

---

TOTAL £464.00





Communications Allowance
Direct payment of suppliers

24 AUG 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

ANNE MAIN

Constituency

ST. ALBANS

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 / / to / / Allowance year /

Suppliers

Amount

Office use only

Allow. / Supp ID / Exp.Type

SAA

£370.34

£342.71 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

22/08/07



**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.

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**



# Overdue Statement

House of Commons  
LONDON  
SW1A 0AA

Anne Main MP

Account No [REDACTED]  
Statement Date [REDACTED]

Date	Doc Ref	Reference	Due Date	Q	Debit	Credit	Outstanding
05/02/2007	[REDACTED]	[REDACTED]	14/03/2007			-5.68	-5.68
27/03/2007	[REDACTED]	[REDACTED]	26/04/2007			-16.07	-16.07
10/04/2007	[REDACTED]	[REDACTED]	10/05/2007			-5.88	-5.88
10/04/2007	[REDACTED]	[REDACTED]	10/05/2007		370.34		370.34

If item is under query it will be marked "Q"

Total due 342.71

## Overdue Analysis

Current	1 - 30 Days	31 - 60 Days	61 - 90 Days	Over 90 days
0.00	0.00	0.00	0.00	342.71

