



FINANCE & ADMINISTRATION HOUSE OF COMMONS

Communications Allowance Direct payment of suppliers

Comms2

page 1 of 2

002 7219 1340

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 Mc GUIRE MP

Constituency

STIRLING

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

07/08

X2

Suppliers

Amount

Office use only

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

ARMSTRONG PRINTING LTD £2500:00p

ROYAL MAIL £ 70:55p

£ : p

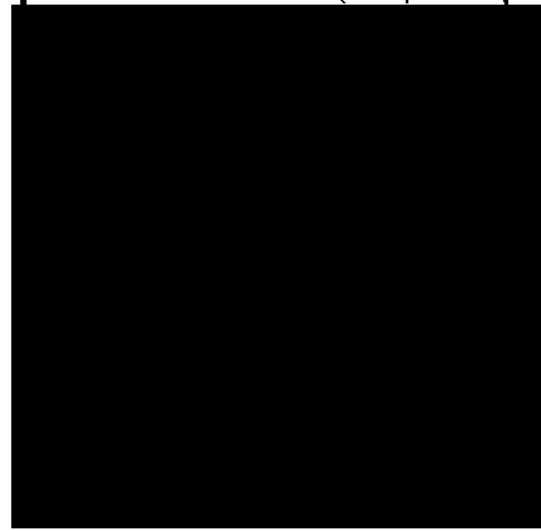
£ : p

£ : p

£ : p

£ : p

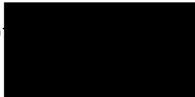
£ : p



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



Date

07/03/08

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

ARMSTRONG PRINTING LTD.



Anne McGuire MP

27 FEB 2008

INVOICE No.	[REDACTED]
Invoice/Tax Date	25/02/2008
Order No.	[REDACTED]
Account No.	[REDACTED]

DETAILS

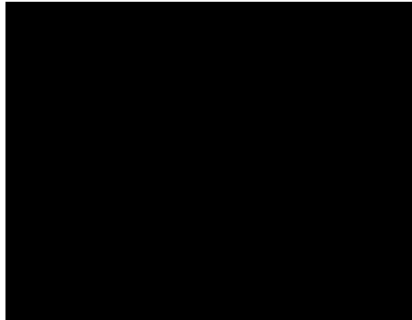
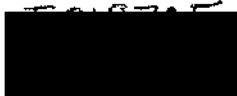
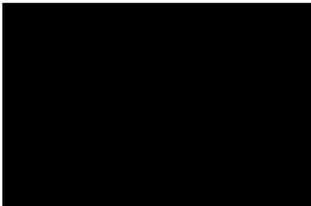
Details

Unit Price £ Net £ VAT Rate VAT £

per 41,000 Newsletters 4pp A4 folded to A5 per job
number [REDACTED] delivered to Perth

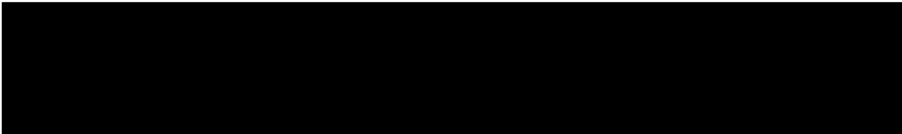
2,500.00 2,500.00 T2 0.00 0.00

Invoice Tax Breakdown: Tax Rate Total Net Total Tax
(in Base Currency) 0.00% 2,500.00 0.00



Terms Net 30 Days

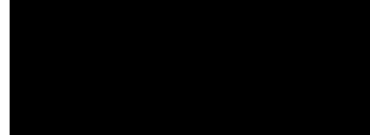
Total Net Amount	2,500.00
Total VAT Amount	0.00
Invoice Total	2,500.00





Invoice number
 Invoice date
28 Feb 2008
 Page
 1 of 1

Invoice
 for your reducing credit
 balance account



29 FEB 2008

Customer account number
 Legal entity number

Terms
 30 days
 Please pay by
29 Mar 2008

Docket no.	Posting date	Sender's ref.	Format	Service	Quantity	Weight(kg)	Unit cost (£)	Net value	VAT
		Contract No							
								Opening balance on account	33.16 DR
								Payment received - thank you	73.16 CR
	21 Mar 2008			RESPONSE SERVICES LICENCE	1			70.55	E

Total Net		70.55
Total VAT	E = exempt	0.00
Total		70.55
Including this usage your balance is now		30.55 DR
To maintain your credit balance please pay		70.55

Payment advice

Paying by BACS?

Please instruct your bank to pay the amount due, following the instructions overleaf. Send your payment advice to the address below.

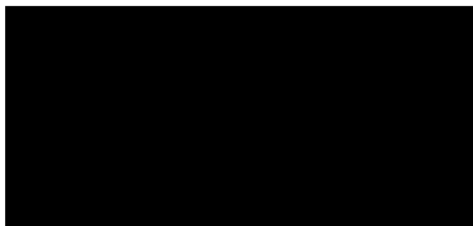
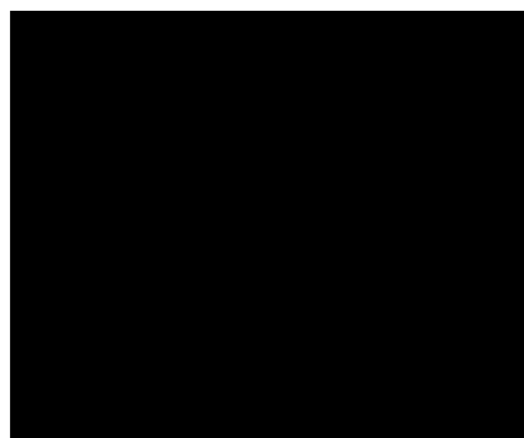
Total amount due
£70.55

For Royal Mail use only

Office code	Bank code	Rec'd by	Input by
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Paying by cheque?

Your cheque number
Amount tendered
Customer name/ Customer account number
PARLIAMENTARY ADVICE OFFIC
Invoice Number





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 MCGUIRE MP

Constituency

STIRLING

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 29/02/08

Allowance year

07/08

Suppliers

Amount

Office use only

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

MAILBOX NATIONWIDE LTD £452.38p

JIM BYRNE ASS. £800.00p

ROYAL MAIL £199.57p

£ : p

£ : p

£ : p

£ : p

£ : p

1651.95

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

Date

28/02/08

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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

22 FEB 2008

Telephone

ANNE MCGUIRE MP

Invoice Number:

Your Ref:

21-Feb-08

Distribution of Promotional Material

7,000	ANNE MCGUIRE MP	@ £55.00	per thousand	£385.00
			VAT @ 17.5%	£67.38
			Total	£452.38

- 7 MAR 2008



18/02/2008

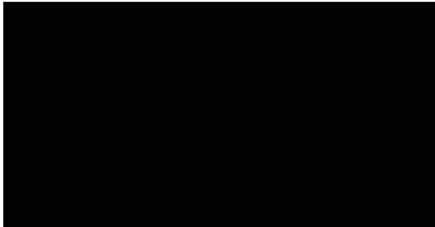
Invoice Number: [REDACTED]

Date	Summary	Cost
18/02/2008	Website re-design and development	£800.00
	Re-design of the website adding new features: Polls Events diary Photo gallery Blogging	
		Total cost: £800.00

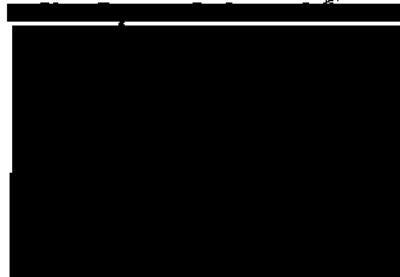
Payment due by: 03/03/2008

INVOICED CUSTOMER:

Anne McGuire MP for Stirling



SEND PAYMENT TO:

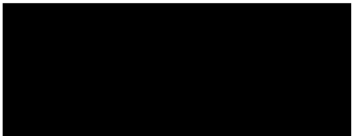


7 MAR 2008

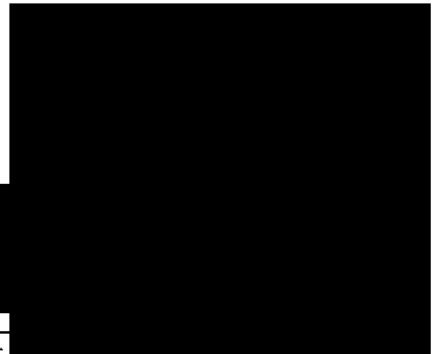


Invoice number
 [Redacted]
 Invoice date
 [Redacted]
 Page
 1 of 1

To
 ANNE MC GUIRE MP



Invoice



27 FEB 2008

Account held at
 ANNE MC GUIRE MP



Customer account number



Legal entity number

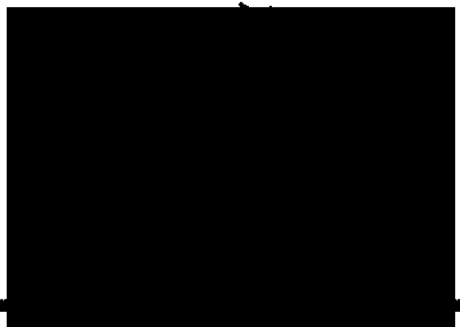


Terms
 30 days

Please pay by
 26 Mar 2008

Docket no.	Posting date Poster	Sender's ref. Contract no.	Format	Service Quantity	Weight(kg)	Unit cost (£)	Net value	VAT
[Redacted]	22 Feb 2008	[Redacted]		DOOR TO DOOR 4,115 4115 ITEMS AT 4.850 PENCE			199.57	E

Total Net		199.57
Total VAT	E = exempt	0.00
Total		199.57



Payment advice

Paying by BACS?

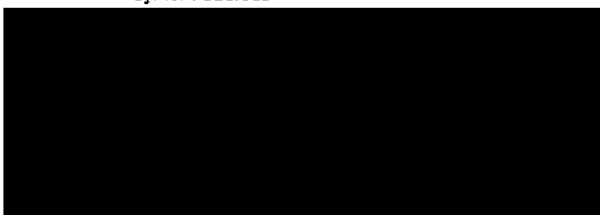
Please instruct your bank to pay the amount due, following the instructions overleaf. Send your payment advice to the address below.

Total amount due

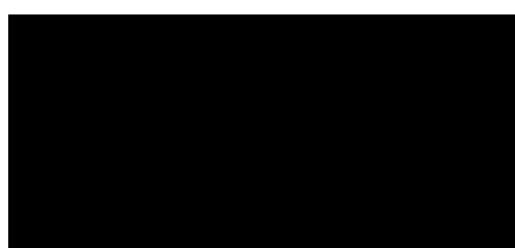
£199.57

For Royal Mail use only			
Office code	Bank code	Rec'd by	Input by
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Payment address



Paying by cheque?



Your cheque number

Amount tendered

Customer name/
 Customer account number
 ANNE MC GUIRE MP





Communications Allowance
Direct payment of suppliers

18 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.

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 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 MCGUIRE MP ✓
 Constituency STIRLING

Office use only Costc

Claim details

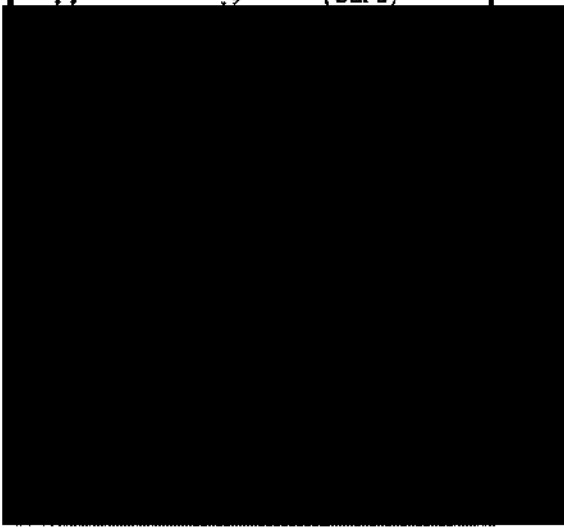
You can only request payment to suppliers for goods and services directly relating to Communications Allowance.
 Please ensure you attach all supplier invoices.

Period of claim from 01/01/2008 to / / Allowance year 07/08 ✓



Suppliers	Amount
ROYAL MAIL	£ 73 : 16 p
ROYAL MAIL	£ 439 : 30 p
ROYAL MAIL	£ 389 : 87 p
ROYAL MAIL	£ 616 : 47 p
	£ : p
	£ : p
	£ : p
	£ : p
	1518 : 80

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, in respect of my Parliamentary duties.

Signature

Date 14/02/08

Data protection

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Send your completed form to

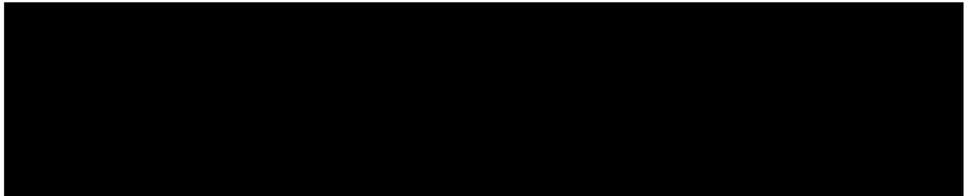
Validation Team, Operations Directorate,
Department of Finance & Administration, House of Commons, London SW1AA

Office use only

Initials / Date

Validation completed

Comments



Invoice number
 Invoice date
11 Jan 2008
 Page
 1 of 2

Invoice
 for your reducing credit
 balance account

Account held at
 [Redacted]

14 JAN 2008

Customer account number
 [Redacted]

Legal entity number
 [Redacted]

30 days
 Please pay by
10 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 2.36 DR

Payment received - thank you 42.36 CR

27 Oct 2007 RESPONSE SERVICES 45.60 E

194
 Letter 174 Items £0.235
 Letter 20 Items £0.235 Saturday posting

Breakdown w/e 27 Oct 2007	Mon	Tue	Wed	Thu	Fri	Sat	Total
Items @ £0.235	24	0	89	47	14	20	194
Totals	24	0	89	47	14	20	194

03 Nov 2007 RESPONSE SERVICES 1.18 E

5
 Letter 5 Items £0.235

Breakdown w/e 03 Nov 2007	Mon	Tue	Wed	Thu	Fri	Sat	Total
Items @ £0.235	0	0	4	0	1	0	5
Totals	0	0	4	0	1	0	5

Amount carried forward to next page 46.78

Payment advice

Paying by BACS?

Please instruct your bank to pay the amount due, following the instructions overleaf. Send your payment advice to the address below.

Total amount due
£73.16

For Royal Mail use only

Office code	Bank code	Rec'd by	Input by
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

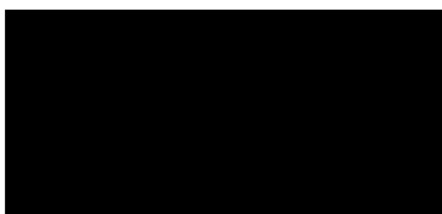
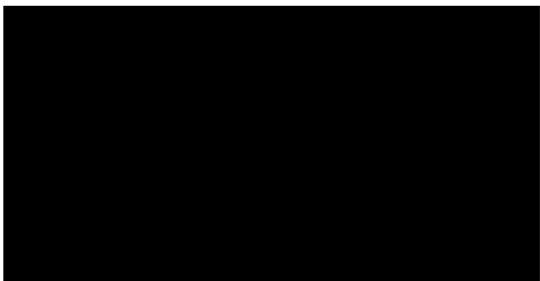
Paying by cheque?

Your cheque number

Amount tendered

Customer name/
 Customer account number
 PARLIAMENTARY ADVICE OFFICE

Invoice Number





Invoice

Invoice Number [REDACTED]
 Invoice Date **11 Jan 2008**
 Page **2** of 2

Customer account number [REDACTED]
 Legal entity number [REDACTED]

Amount brought forward **46.78**

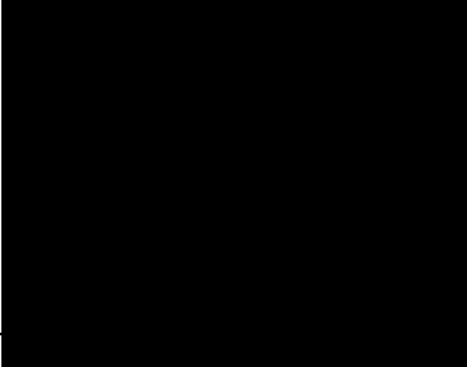
Docket no	Posting date	Sender's ref.	Format	Service	Quantity	Weight(kg)	Unit cost (£)	Net value	VAT	
B91207915	03 Nov 2007			RESPONSE SERVICES				6.58	E	
RLZY-TJLS-HCLZ	FK8 1UA	[REDACTED]	Letter	28						
			Letter	26 Items			£0.235			
			Letter	2 Items			£0.235		Saturday posting	
Breakdown w/e 03 Nov 2007				Mon	Tue	Wed	Thu	Fri	Sat	Total
Items @ £0.235				1	6	8	8	3	2	28
Totals				1	6	8	8	3	2	28
03 Nov 2007				RESPONSE SERVICES				11.76	E	
			Letter	50						
			Letter	48 Items			£0.235			
			Letter	2 Items			£0.235		Saturday posting	
Breakdown w/e 03 Nov 2007				Mon	Tue	Wed	Thu	Fri	Sat	Total
Items @ £0.235				5	14	15	8	6	2	50
Totals				5	14	15	8	6	2	50
10 Nov 2007				RESPONSE SERVICES				4.48	E	
			Letter	19						
			Letter	16 Items			£0.235			
			Letter	3 Items			£0.235		Saturday posting	
Breakdown w/e 10 Nov 2007				Mon	Tue	Wed	Thu	Fri	Sat	Total
Items @ £0.235				1	1	4	6	4	3	19
Totals				1	1	4	6	4	3	19
17 Nov 2007				RESPONSE SERVICES				0.71	E	
			Letter	3						
			Letter	3 Items			£0.235			
Breakdown w/e 17 Nov 2007				Mon	Tue	Wed	Thu	Fri	Sat	Total
Items @ £0.235				0	3	0	0	0	0	3
Totals				0	3	0	0	0	0	3
17 Nov 2007				RESPONSE SERVICES				1.18	E	
			Letter	5						
			Letter	3 Items			£0.235			
			Letter	2 Items			£0.235		Saturday posting	
Breakdown w/e 17 Nov 2007				Mon	Tue	Wed	Thu	Fri	Sat	Total
Items @ £0.235				3	0	0	0	0	2	5
Totals				3	0	0	0	0	2	5
01 Dec 2007				RESPONSE SERVICES				0.72	E	
			Letter	3						
			Letter	2 Items			£0.235			
			Letter	1 Item			£0.235		Saturday posting	
Breakdown w/e 01 Dec 2007				Mon	Tue	Wed	Thu	Fri	Sat	Total
Items @ £0.235				0	0	0	1	1	1	3
Totals				0	0	0	1	1	1	3
08 Dec 2007				RESPONSE SERVICES				0.71	E	
			Letter	3						
			Letter	2 Items			£0.235			
			Letter	1 Item			£0.235		Saturday posting	
Breakdown w/e 08 Dec 2007				Mon	Tue	Wed	Thu	Fri	Sat	Total
Items @ £0.235				0	0	2	0	0	1	3
Totals				0	0	2	0	0	1	3
22 Dec 2007				RESPONSE SERVICES				0.24	E	
			Letter	1						
			Letter	1 Item			£0.235			
Breakdown w/e 22 Dec 2007				Mon	Tue	Wed	Thu	Fri	Sat	Total
Items @ £0.235				1	0	0	0	0	0	1
Totals				1	0	0	0	0	0	1

Total Net	73.16
Total VAT	E = exempt 0.00
Total	73.16
Including this usage your balance is now	33.16 DR
To maintain your credit balance please pay	73.16

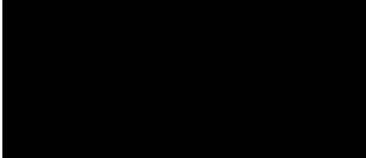


Invoice number [redacted]
 Invoice date **28 Jan 2008** ✓
 Page 1 of 1

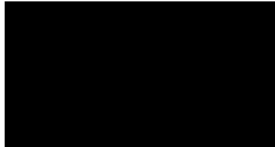
Invoice



To ANNE MC GUIRE MP ✓



Account held at ANNE MC GUIRE MP



29 JAN 2008

Customer account number [redacted]

30 days

Legal entity number [redacted]

Please pay by **27 Feb 2008**

Docket no.	Posting date	Sender's ref. Contract no.	Format	Service	Quantity	Weight (kg)	Unit cost (£)	Net value	VAT
[redacted]	25 Jan 2008	[redacted]	[redacted]	DOOR TO DOOR	9,058			439.30	E
				9058 ITEMS AT 4.850 PENCE					

Total Net		439.30
Total VAT	E = exempt	0.00
Total		439.30

Payment advice

Paying by BACS?

Please instruct your bank to pay the amount due, following the instructions overleaf. Send your payment advice to the address below.

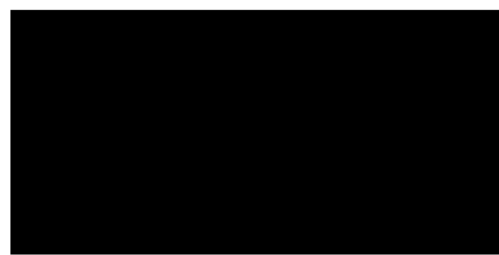
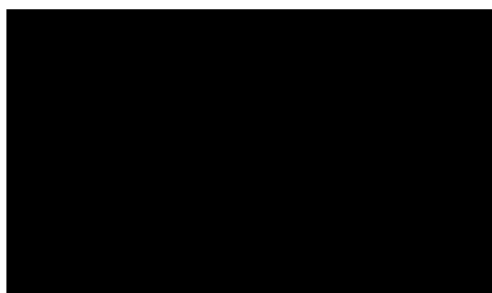
Total amount due **£439.30** ✓

For Royal Mail use only

Office code	Bank code	Rec'd by	Input by
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Paying by cheque?

Your cheque number
Amount tendered
Customer name/ Customer account number ANNE MC GUIRE MP
Invoice Number





Royal Mail

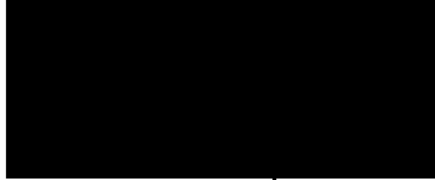


Invoice number

Invoice date
04 Feb 2008

Page
1 of 1

Invoice



To
ANNE MC GUIRE MP

Account held at
ANNE MC GUIRE MP



Customer account number



Legal entity number



Terms

30 days

21 FEB

Please pay by

05 Mar 2008



05 FEB 2008

Docket no.	Posting date	Bender's ref.	Format	Service	Quantity	Weight(kg)	Unit cost (£)	Net value	VAT
[Redacted]	01 Feb 2008	[Redacted]		DOOR TO DOOR	8,039			389.87	E
								8039 ITEMS AT 4.850 PENCE	

Total Net		389.87
Total VAT	E = exempt	0.00
Total		389.87

Payment advice

Paying by BACS?

Please instruct your bank to pay the amount due, following the instructions overleaf. Send your payment advice to the address below.

Total amount due

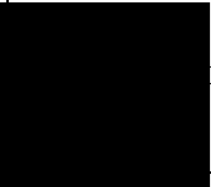
£389.87



Your cheque number

Amount tendered

Customer name/
Customer account number



For Royal Mail use only

Office code	Bank code	Rec'd by	Input by
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



Paying by cheque?





Invoice number [redacted]
 Invoice date **12 Feb 2008**
 Page 1 of 1

To ANNE MC GUIRE MP

Invoice

13 FEB 2008

Account held at ANNE MC GUIRE MP

Customer account number [redacted]

Legal entity number [redacted]

Terms 30 days

Please pay by 13 Mar 2008

Docket no.	Posting date	Sender's ref. Contract no.	Format	Service	Quantity	Weight(kg)	Unit cost (-£)	Net value	VAT
[redacted]	09 Feb 2008	[redacted]	[redacted]	DOOR TO DOOR	12,711			616.47	E
								12711 ITEMS AT 4.850 PENCE	

Total Net		616.47
Total VAT	E = exempt	0.00
Total		616.47

Payment advice

Paying by BACS?

Please instruct your bank to pay the amount due, following the instructions overleaf. Send your payment advice to the address below.

Total amount due **£616.47**

For Royal Mail use only			
Office code	Bank code	Rec'd by	Input by
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Paying by cheque?

Your cheque number
Amount tendered
Customer name/ Customer account number ANNE MC GUIRE MP
Invoice Number





Communications Allowance
Direct payment of suppliers

Comms2

page 1 of 2

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- 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 MCGUIRE MP ✓

Constituency

STIRLING

Office use only

Co

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

ROYAL MAIL

£ 42 : 36 p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

Office use only

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

Authorisation and declaration

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

Signature

[Redacted Signature]

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.

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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 number
 Invoice date **02 Nov 2007**
 Page 1 of 2

Invoice
 for your reducing credit
 balance account



Customer account number

Legal entity number

Terms
 30 days

Please pay by
02 Dec 2007

4 JAN 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 9.66 CR

Payment received - thank you 40.00 CR

15 Sep 2007		RESPONSE SERVICES							
		Letter	23						
		Letter	19 Items			£0.235			5.41 E
		Letter	4 Items			£0.235	Saturday posting		
Breakdown w/e 15 Sep 2007		Mon	Tue	Wed	Thu	Fri	Sat	Total	
Items @ £0.235		0	11	3	1	4	4	23	
Totals		0	11	3	1	4	4	23	

15 Sep 2007		RESPONSE SERVICES							
		Letter	112						26.34 E
		Letter	97 Items			£0.235			
		Letter	15 Items			£0.235	Saturday posting		
Breakdown w/e 15 Sep 2007		Mon	Tue	Wed	Thu	Fri	Sat	Total	
Items @ £0.235		7	17	35	20	18	15	112	
Totals		7	17	35	20	18	15	112	

Amount carried forward to next page 31.75

Payment advice

Paying by BACS?

Please instruct your bank to pay the amount due, following the instructions overleaf. Send your payment advice to the address below.

Total amount due
£42.36

For Royal Mail use only

Office code	Bank code	Rec d by	Input by
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

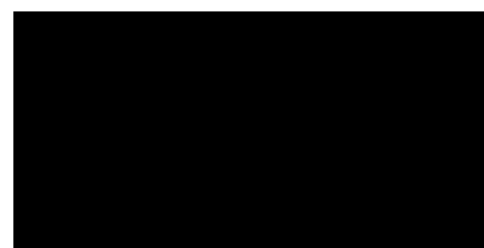
Paying by cheque?

Your cheque number

Amount tendered

Customer name/
 Customer account number

Invoice Number



PARLIAMENTARY SERVICE OFFICE



18 OCT 2007

Communications Allowance

Comms1

page 1 of 2

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 MCGUIRE

Constituency

STIRLING

Office use only

Costs

VALIDATION

19 OCT 2007

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 05/10/07 to Allowance year 07/08

Description of service or goods

Amount

STATIONARY paper & envelopes £ 56.93 p

POSTAGE £ 336.00 p

POSTAGE £ 336.00 p

POSTAGE £ 360.00 p

Please charge £ : p

all to £ : p

£ : p

Total

£ 1088.93 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

Date

15/10/07

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"/>	5:4500	<input type="text"/> £
	<input type="text"/>	5:4525	<input type="text"/> £

Comments



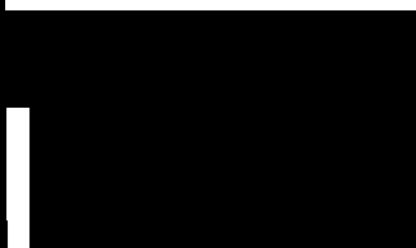
Post Office Ltd.
Your Receipt



S/a 2ndx100		
14	@ 24.00	336.00
TOTAL DUE TO POST OFFICE		336.00
Visa Credit	FROM CUSTOMER	336.00
BALANCE		0.00



Amount: £336.00

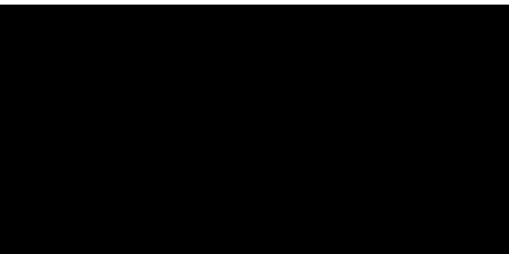




Post Office Ltd.
Your Receipt



S/a 2ndx100		
14 @ 24.00		336.00
TOTAL DUE TO POST OFFICE		336.00
Visa Credit	FROM CUSTOMER	336.00
BALANCE		0.00



Amount: £336.00



Please retain for future reference

Thank You



Post Office Ltd.
Your Receipt



/a 2ndx100		
5 @ 24.00		360.00
TOTAL DUE TO POST OFFICE		360.00
visa Credit	FROM CUSTOMER	360.00
BALANCE		0.00

Payment Retail

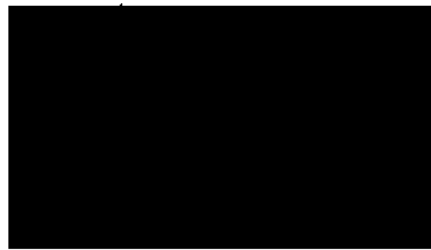


Amount: £360.00



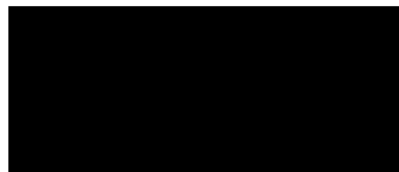
Please retain for future reference

Thank You



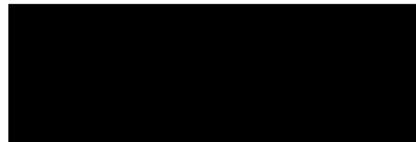
24-09-07

14:45



TOTAL SALE

£56.93



PLEASE RETAIN RECEIPT
THANK YOU



Communications Allowance

Comms2

page 1 of 2

Direct payment of suppliers

VALIDATION
19 OCT 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

ANNE MCGUIRE MP

Constituency

STIRLING

Office use only

Costs

Claim details

You can only request

payment to suppliers for goods and services directly relating to Communications Allowance.

Please ensure

you attach all supplier invoices.

Period of claim

from ___/___/___ to ___/___/___ Allowance year ___/___

Amount

Office use only

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

VIKING DIRECT

£ 90 : 39 p

*VIKING DIRECT (CREDIT)

£ -90 : 39 p

ROYAL MAIL

£ 40 : 00 p

ARMSTRONG PRINTING

£ 687 : 38 p

£ : p

£ : p

£ : p

£ : p

Authorisation and declaration

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

Signature

Date 15/10/07

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

3 SEP 2007

Customer Service:
Credit Dept & payment enquiries:

ACCOUNT No.	DATE	INVOICE No.	YOUR REFERENCE	DATE ENTERED	DATE DESPATCHED
-------------	------	-------------	----------------	--------------	-----------------

TERMS: NET 30 DAYS

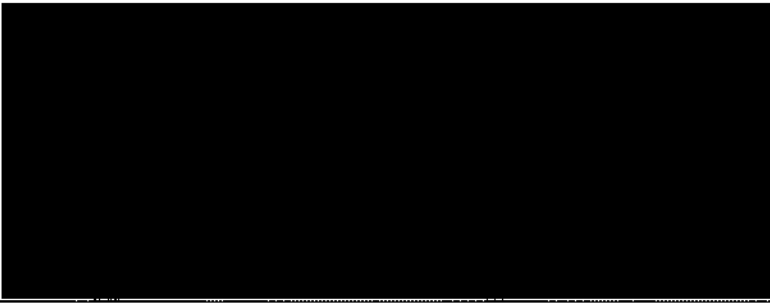
All goods remain property of Viking Direct until invoice is settled in full

DESCRIPTION	CATALOGUE NUMBER	QTY DESPATCHED	VAT %	LIST PRICE	YOUR COST	NET COST
-------------	------------------	----------------	-------	------------	-----------	----------

Attention: [REDACTED] 28/08/07

Here is the copy of the invoice you requested. If we can be of further assistance, please contact us.

1M DL S/S NO WINDOW ENV	G3B-1M02	5	BX	17.5%	36.00	14.99	74.95
-------------------------	----------	---	----	-------	-------	-------	-------



TOTAL VALUE AT LIST PRICE	YOU SAVED THIS AMOUNT	NET TOTAL	CARRIAGE	PROTECTION PLUS	V.A.T.	PAID IN ADVANCE	PLEASE PAY THIS AMOUNT	AMOUNT DUE
180.00	105.05	74.95	FREE	1.98	13.46	0.00		90.39

**CREDIT
NOTE**

Customer Service:
Credit Dept & payment enquiries

DATE	YOUR ORDER NUMBER	REFERENCE TO INVOICE No.	CUST No.	CREDIT No.
------	-------------------	--------------------------	----------	------------

INVOICED TO:

DELIVERED TO:

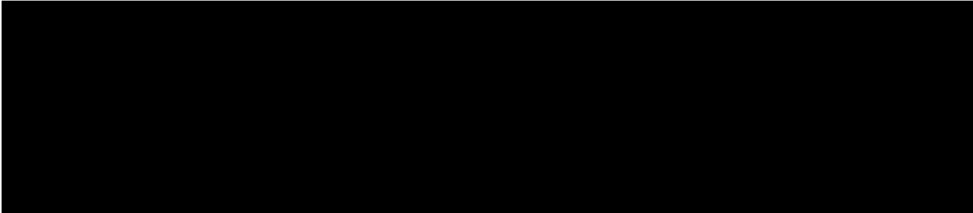
24 SEP 2007

CREDIT QUANTITY	UNIT	CATALOGUE NUMBER	DESCRIPTION	YOUR COST	AMOUNT
5	BX	G3B-1M02	1M DL S/S NO WINDOW ENV	14.99	-74.95

CREDIT NOTE

RLT	NET SALE	CARRIAGE	PROTECTION PLUS	VAT	NET TOTAL
	-74.95	0.00	-1.98	-13.46	-90.39

PLEASE REFERENCE CUSTOMER NUMBER ON ALL CORRESPONDENCE AND PAYMENTS. THIS CREDIT CAN BE USED WHERE APPLICABLE AGAINST OUTSTANDING INVOICES & FUTURE ORDERS



Invoice number
 Invoice date
16 Sep 2007
 Page
1 of 2

Invoice
 for your reducing credit
 balance account

Customer account number

Terms
30 days
 Please pay by
16 Oct 2007

18 SEP 2007

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

26 OCT 2007

Opening balance on account 134.29 DR
 Payment received - thank you 174.29 CR

01 Sep 2007				RESPONSE SERVICES				1.65	E
			Letter	6 Items			£0.235		
			Letter	1 Item			£0.235		Saturday posting

Breakdown w/e 01 Sep 2007	Mon	Tue	Wed	Thu	Fri	Sat	Total
Items @ £0.235	6	0	0	0	0	1	7
Totals	6	0	0	0	0	1	7

15 08 Sep 2007				RESPONSE SERVICES				0.94	E
			Letter	2 Items			£0.235		
			Letter	2 Items			£0.235		Saturday posting

Breakdown w/e 08 Sep 2007	Mon	Tue	Wed	Thu	Fri	Sat	Total
Items @ £0.235	0	0	0	2	0	2	4
Totals	0	0	0	2	0	2	4

Amount carried forward to next page 2.59

Payment advice

Paying by BACS?

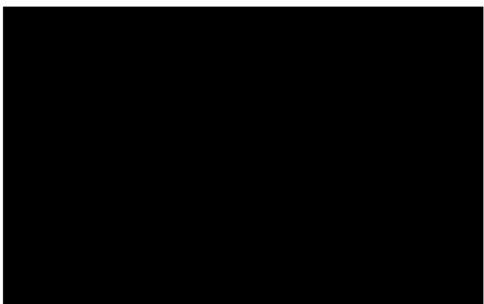
Total amount due
£40.00

Please instruct your bank to pay the amount due, following the instructions overleaf. Send your payment advice to the address below.

For Royal Mail use only			
Office code	Bank code	Rec'd by	Input by
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

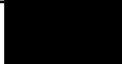


Paying by cheque?

Your cheque number
Amount tendered
Customer name/ Customer account number
PARLIAMENTARY ADVICE OFFICE
Invoice Number




INVOICEAnne McGuire MP


11 OCT 2007

Invoice No.	
Invoice/Tax Date	05/10/2007
Order No.	
Account No.	

SERVICE DETAILS

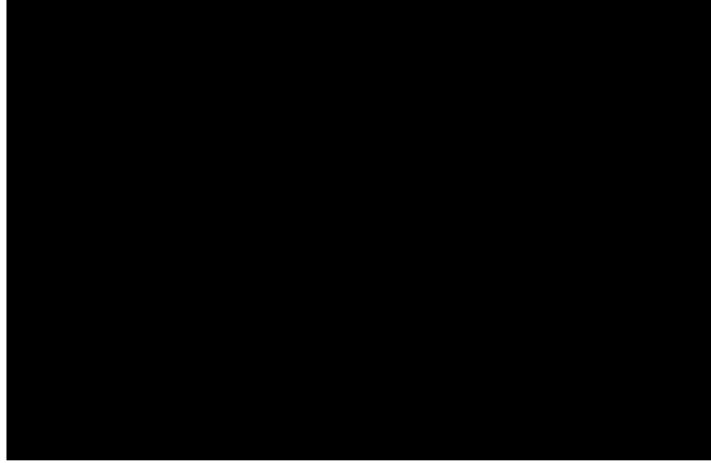
Details

Unit Price £ Net £ VAT Rate VAT £

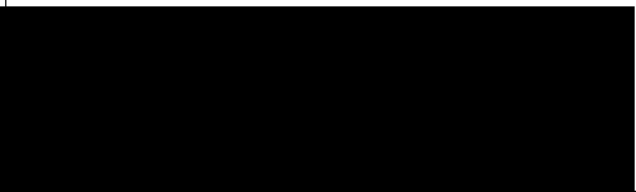
per 15,000 cards per  advice note no
dated 5/10/07

585.00 585.00 T1 17.50 102.38

Invoice Tax Breakdown:	Tax Rate	Total Net	Total Tax
(in Base Currency)	17.50%	585.00	102.38

**Terms Net 30 Days**

Total Net Amount	585.00
Total VAT Amount	102.38
Invoice Total	687.38

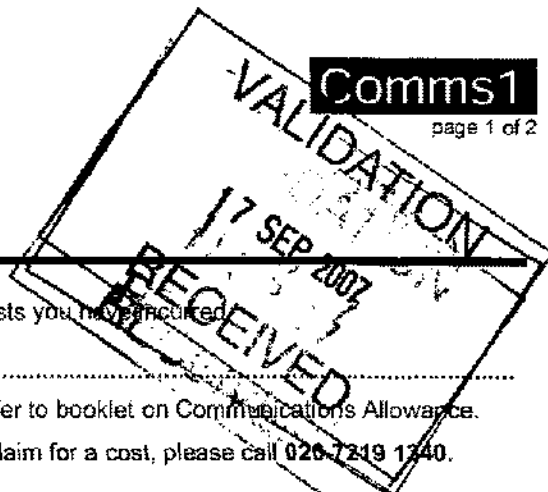




Communications Allowance
Member's reimbursement form

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

ANNE MCGUIRE MP ✓

Constituency

STIRLING ✓

Office use only

Costs

Claim details

You can only claim for costs you have actually paid. 20 SEP 2007

Please ensure you attach all receipts or invoices for items of £250 and a

Period of claim from 14/09/07 to 30/09/07 **Allowance year** 07/08 ✓

Office use only

Allow. / Exp. Type (cat5)

Description of service or goods	Amount
POSTAGE	£ 192 : 00 p
POSTAGE	£ 118 : 08 p
POSTAGE	£ 480 : 00 p
	£ : p
	£ : p
	£ : p
	£ : p

Total £ 790 : 08 p ✓

Authorisation and declaration

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

Signature

Date

14/09/07 ✓

Data protection

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Send your completed form to

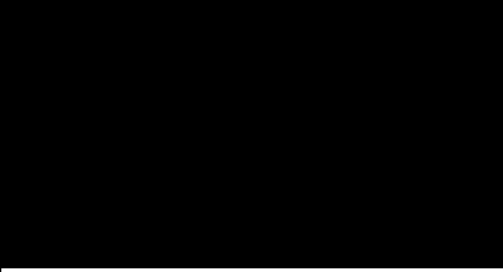
Validation Team, Operations Directorate,
Department of Finance & Administration, House of Commons, London SW1A 0AA

Office use only	
	Initials / Date
Validation completed	<input type="text"/>
	<input type="text"/>
	input subtotals per Cat 5
	£ 790.08
	£
Comments	
<input type="text"/>	

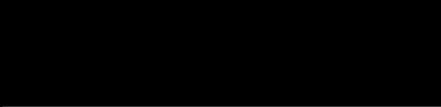
Post Office Ltd.
Your Receipt

/a 2ndx100		
£ 24.00		192.00
TOTAL DUE TO POST OFFICE		192.00
visa Credit	FROM CUSTOMER	192.00
BALANCE		0.00



Amount: £192.00

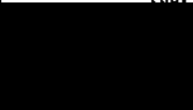


Please retain for future reference

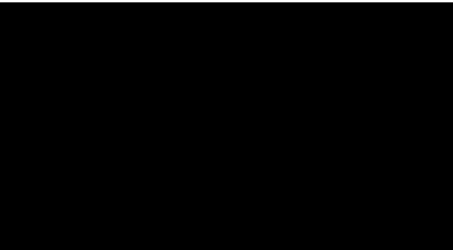
Thank You



Post Office Ltd.
Your Receipt



AS bk 2nd x 12		
1 @ 2.88		118.08
TOTAL DUE TO POST OFFICE		118.08
isa Credit	FROM CUSTOMER	118.08
ALANCE		0.00



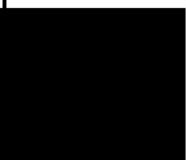
Amount: £118.08



Please retain for future reference

Thank You

Post Office Ltd.
Your Receipt



S/a 2ndx100		
20	€ 24.00	480.00
TOTAL DUE TO POST OFFICE		480.00
Visa Credit	FROM CUSTOMER	480.00
BALANCE		0.00



Amount: £480.00



Please retain for future reference

Thank You



Communications Allowance Member's reimbursement form

31 AUG 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: Anne McGuire MP

Constituency: STIRLING

Office use only

Cost: [REDACTED]

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.

10 SEP 2007

Period of claim from 01/08/07 to 31/08/07 **Allowance year** 07/08

Description of service or goods	Amount	Office use only	
		Allow	Exp. Type (cat5)
<u>POSTAGE</u>	<u>£ 114 : 24 p</u>	[REDACTED]	[REDACTED]
	£ : p	[REDACTED]	[REDACTED]
	£ : p	[REDACTED]	[REDACTED]
	£ : p	[REDACTED]	[REDACTED]
	£ : p	[REDACTED]	[REDACTED]
	£ : p	[REDACTED]	[REDACTED]
	£ : p	[REDACTED]	[REDACTED]
Total	£ 114 : 24 p <input checked="" type="checkbox"/>	[REDACTED]	[REDACTED]

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]

Date 31/08/2007

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

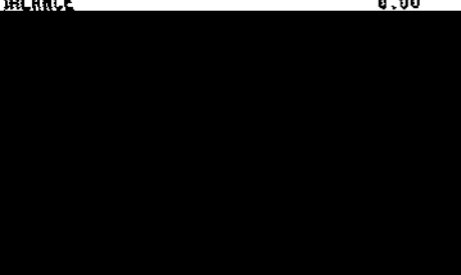
Comments



Post Office Ltd.
Your Receipt



S/b 1stx100		
) 0	34.00	102.00
SAS bk 1st x 12		
) 0	4.08	12.24
TOTAL DUE TO POST OFFICE		114.24
Mastercard	FROM CUSTOMER	114.24
BALANCE		0.00



Amount: £114.24



Please retain for future reference

Thank You



Communications Allowance
Member's reimbursement form

VALIDATION Comms1
03 SEP 2007 ✓
RECEIVED

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 MCGUIRE, MP

Constituency

STIRLING

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

Period of claim

from 01/08/07 to 31/08/07 ✓

Allowance year

07/08 ✓

Description of service or goods

Amount

STATIONERY	£ 61.04 p
STATIONERY	£ 15.26 p
STATIONERY	£ 15.26 p
POSTAGE	£ 504.00 p
POSTAGE	£ 136.00 p
POSTAGE	£ 96.56 p
	£ : p

Office use only

Allow / Exp. Type (cat)

Total

£828.12 p ✓

Authorisation and declaration

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

Signature

Date

30/08/2007 ✓

Data protection

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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"/>
		514525	£ <input type="text"/>

Comments

3

** CUSTOMER COPY **

1

STERLING

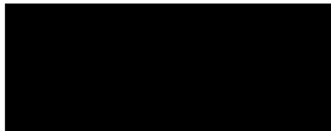


DEPT.3	*61.04
TOTAL	*61.04
CASH	*61.04
CHANGE	*0.00

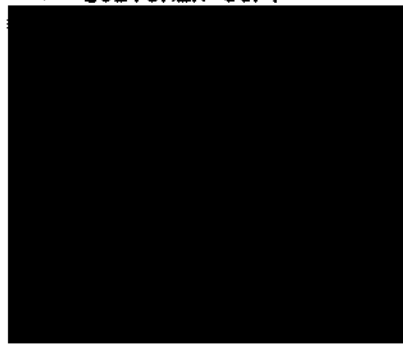


2

STERLING



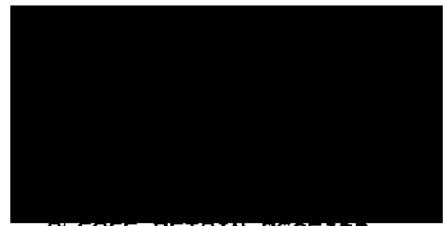
DEPT.3	*15.26
TOTAL	*15.26
CASH	*15.26
CHANGE	*0.00



01/12/06 - 30/11/08

TOTAL SALE

£15.26



PLEASE RETAIN RECEIPT
THANK YOU

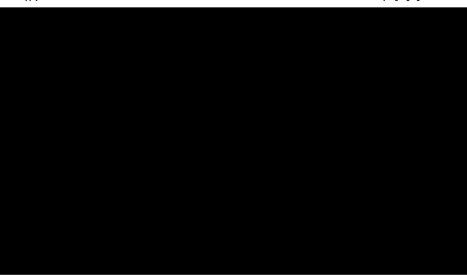
STATIONERY.



Post Office Ltd.
Your Receipt



SAS bk 2nd x 12		
150	@ 2.88	432.00
S/a 2ndx100		
3	@ 24.00	72.00
TOTAL DUE TO POST OFFICE		504.00
Visa Credit	FROM CUSTOMER	504.00
BALANCE		0.00



Amount: £504.00

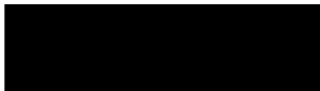


Please retain for future reference

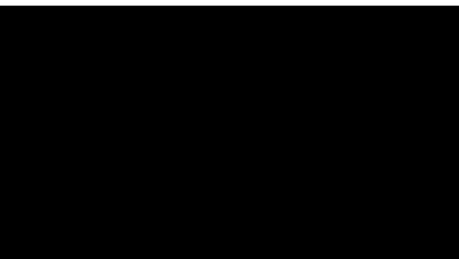
Thank You



Post Office Ltd.
Your Receipt



S/a 1stx100		
4 @ 34.00		136.00
TOTAL DUE TO POST OFFICE		136.00
Visa Credit	FROM CUSTOMER	136.00
BALANCE		0.00



Amount: £136.00



Please retain for future reference

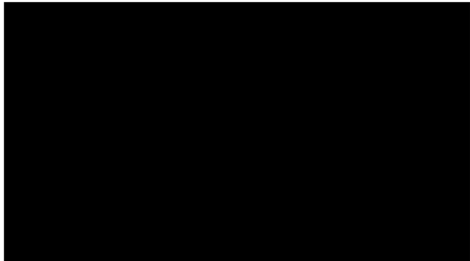
Thank You



Post Office Ltd.
Your Receipt



S/a 1stx100		
2 @ 34.00		68.00
SAS bk 1st x 12		
6 @ 4.08		24.48
SAS bk 1st x 12		
1 @ 4.08		4.08
TOTAL DUE TO POST OFFICE		96.56
Visa Credit	FROM CUSTOMER	96.56
BALANCE		0.00



Amount: £96.56



Please retain for future reference

Thank You



Communications Allowance
Direct payment of suppliers

31 AUG 2007 (3)

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 C. 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 MCGUIRE MP

Constituency

STIRLING

Office use only [Redacted]

Claim details

You can only request payment to suppliers for goods and services directly relating to Communications Allowance. Please ensure you attach all supplier invoices.

Period of claim from 01/08/07 to 31/08/07 Allowance year 07/08

(3)

Table with 2 columns: Suppliers, Amount. Rows include BANNER (146.69p), BANNER (146.69p), VIKING DIRECT (47.22p).

Office use only table with columns: Allow., Supp ID, Exp.Type (Cat 5). Includes a checkmark.

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

30/08/07

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

Invoice

14 AUG 2008



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

* INVOICE NO. [REDACTED]

Invoice To :

Charge To :

Banner Business Supplies Ltd

Anne McGuire MP

Anne McGuire MP

Cashier

[REDACTED]

Delivered To :

Customer Services

Page 1 of 1 Date 09/08/2007

Anne McGuire MP

Telephone No [REDACTED]

Acc.No [REDACTED] Order Date 07/08/2007

Fax No [REDACTED]

Order [REDACTED]

C.A.R. [REDACTED]

Sales Order No : [REDACTED]

Acc. No. : [REDACTED]

Inv. No. : [REDACTED]

Inv. Date: 09/08/2007

Amt. Due : 146.69

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		9000020	BANNER ENV 229x162 WDW 90g S/SL WH	4	BOX500	31.2100	08/08/07	124.84	17.5	21.85

[REDACTED]

V.A.T. Summary

Rate	Taxable Sum	V.A.T. Amount
17.50	124.84	21.85

Sales Order Total (VAT excl)

124.84

VAT Registration [REDACTED]

INVOICE GOODS	124.84
INVOICE V.A.T.	21.85
INVOICE TOTAL	146.69

Settlement : None
Discount Terms :

EEE Producer Registration No: [REDACTED]

**Please
return
the slip**

from final page
of invoice with
your payment
by

06/09/2007

Invoice

17 AUG 2006



Banner Business Supplies Ltd

* INVOICE NO. [REDACTED]

Invoice To :

Charge To :

Anne McGuire MP

Anne McGuire MP

Cashier

[REDACTED]

Delivered To :

Customer Services

Telephone No [REDACTED]
Fax No [REDACTED]

Page 1 of 1 Date 15/08/2007

Anne McGuire MP

Acc.No [REDACTED] Order Date 13/08/2007

Order [REDACTED]

C.A.R.

Sales Order No [REDACTED]

Line No.	Line Ref.	Product Code	Product Description	Quantity	J.O.M.	Unit Price	Tax Date	Line Total (excl VAT)	VAT Rate	Line VAT
1		9000020	BANNER ENV 229x162 WDW 90g S/SL WH	4	COX500	31.2100	14/08/07	124.84	17.5	21.85

[REDACTED]

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

Acc. No. : [REDACTED]
Inv. No. : [REDACTED]
Inv. Date: 15/08/2007
Amt. Due : 146.69

**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	124.84	21.85

Sales Order Total (VAT excl) 124.84

INVOICE GOODS	124.84
INVOICE V.A.T.	21.85
INVOICE TOTAL	146.69

Settlement : None
Discount Terms :

EEE Producer Registration No [REDACTED]



12/09/2007

Order Line:
After Sales Care Line:

ACCOUNT NO.	DATE	INVOICE NO.	YOUR REFERENCE	DATE ENTERED	DATE DESPATCHED
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	17/08/07	07/00700

TERMS: NETT 30 DAYS

All goods remain property of Viking Direct until invoice is settled in full

DESCRIPTION	CATALOGUE NUMBER	QTY DESPATCHED	VAT %	LIST PRICE	YOUR COST	NETT COST
5C PINK A4 COPY PAPER	G3B-MOD04-PK	5 RM	17.5	13.84	7.790	38.95
[REDACTED]						

[REDACTED]							AMOUNT DUE
TOTAL VALUE AT LIST PRICE 69.20	YOU SAVED THIS AMOUNT 30.25	NETT TOTAL 38.95	CARRIAGE FREE	PROTECTION PLUS 1.24	V.A.T. 7.03	PAID IN ADVANCE	PLEASE PAY THIS AMOUNT 47.22 ✓

[REDACTED]



Communications Allowance
Direct payment of suppliers

2007 JUL 11

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 MCGUIRE MP

Constituency

STIRLING

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 20/06/07 to 05/07/07

Allowance year

07/08

Suppliers

Amount

ARMSTRONG PRINTING LTD	£ 569 : 88 p
ARMSTRONG PRINTING LTD	£ 287 : 88 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, or in part, in respect of my Parliamentary duties.

Signature

[Redacted Signature]

Date

06/07/07

Data protection

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Send your completed form to

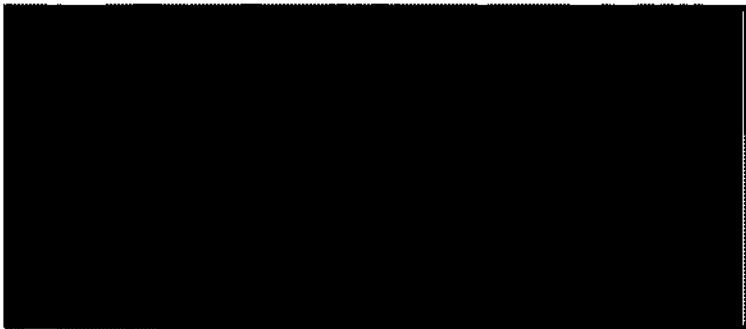
Validation Team, Operations Directorate,
Department of Finance & Administration, House of Commons, London SW1AA

Office use only


Initials / Date


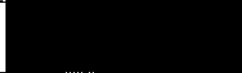
Validation completed

Comments



INVOICE

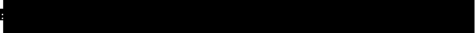
Anne McGuire MP

 25 JUN 2007

Invoice No.	
Invoice/Tax Date	20/06/2007
Order No.	
Account No.	

SERVICE DETAILS

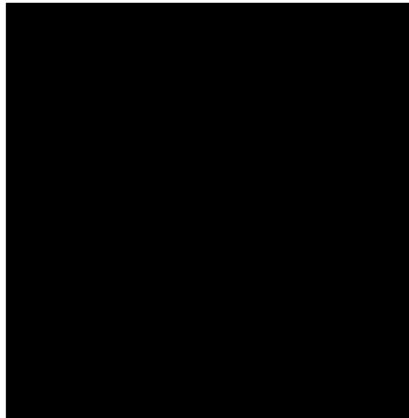
Details

Unit Price £ Net £ VAT Rate VAT £

per 10,000 business cards + 1000 appointment cards
 printed full colour 2 sides and matt lamination per job
 number 

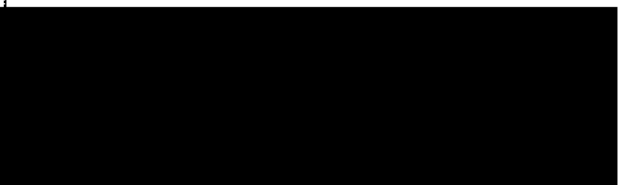
485.00 485.00 T1 17.50 84.88

Invoice Tax Breakdown: Tax Rate Total Net Total Tax
 (in Base Currency) 17.50% 485.00 84.88



Terms Net 30 Days

Total Net Amount	485.00
Total VAT Amount	84.88
Invoice Total	569.88



INVOICE

Invoice No.

Invoice/Tax Date

Order No.

Account No.

Anne McGuire MP

SERVICE DETAILS

Details

Unit Price	£	Net	£	VAT Rate	VAT	£
------------	---	-----	---	----------	-----	---

per 4000 A4 Posters Anne McGuire per job number

	245.00		245.00	T1 17.50		42.88
--	--------	--	--------	----------	--	-------

Invoice Tax Breakdown:	Tax Rate	Total Net	Total Tax
(in Base Currency)	17.50%	245.00	42.88

Terms Net 30 Days

Total Net Amount	245.00
Total VAT Amount	42.88
Invoice Total	287.88