

Financial Processing }

Transaction No.

Registration No.

**Validation Claim Summary Sheet**

**C2**

Please write or print clearly & attach to claim

**Supplier ID**

**8** \_\_\_\_\_

**Text**

\_\_\_\_\_

**Invoice No.**

\_\_\_\_\_

**Account code / Allowance**

**Members cost centre (Cat1)**

**Financial Year/PIRO (Cat2)**

**Expenditure type (Cat5) :**



£.....

£.....

£.....

£.....

£.....

£.....

£.....

£.....

£.....

£.....86.36....

**TOTAL**

**Comments:**

*\* Financial Processing purposes only  
Registered by (initials & date)*

*Posted by (initials & date)*





FINANCE & ADMINISTRATION  
HOUSE OF COMMONS

# Communications Allowance

## Direct payment of suppliers

**Comms2**

page 1 of 2

27 APR 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 S NELGROVE MP

Constituency

SOUTH SWINDON

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 28,2,08 to 18,4,08

Allowance year

07,08

2

Suppliers

Amount

PHEONIX ENTERPRISES 167.50<sup>1</sup><sub>p</sub>

Muro digital £86.36<sub>p</sub>

£ \_\_\_\_\_ : \_\_\_\_\_ p

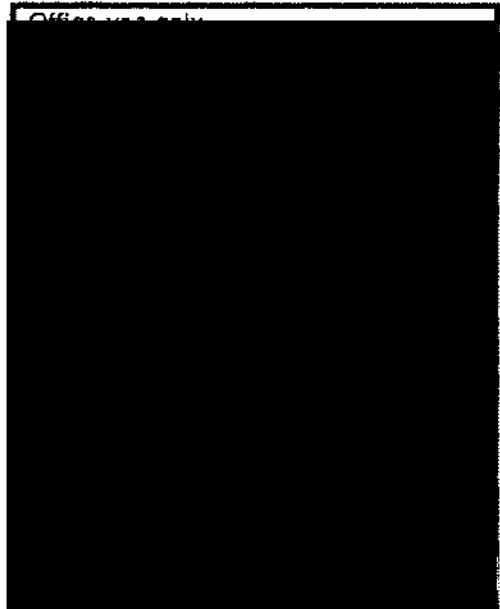
£ \_\_\_\_\_ : \_\_\_\_\_ p

£ \_\_\_\_\_ : \_\_\_\_\_ p

£ \_\_\_\_\_ : \_\_\_\_\_ p

£ \_\_\_\_\_ : \_\_\_\_\_ p

£ \_\_\_\_\_ : \_\_\_\_\_ p



### Authorisation and declaration

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

Signature



MP

Date

19.4.08

**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**

# STATEMENT

Page 1

**muro**digital

document print and presentation solutions

Account Code

Credit Control

Telephone Number

## STATEMENT TO:

Anne Snellgrove M P

Reg no.

Vat No.

Statement Date 31/03/2008

Currency Sterling

Trans No	Date	Description	Other Ref	Charged	Paid	Rem Bal	Total Bal
	26/03/2008	Sales Invo				86.36	86.36
[REDACTED]							
<b>Current</b>	<b>1 Month</b>	<b>2 Months</b>	<b>3 Months</b>	<b>4 Months +</b>	<b>Total</b>		
86.36	0.00	0.00	0.00	0.00	86.36		

Please detach along this perforation and return payment slip with payment indicating which invoices are being paid

E & O E

# INVOICE

Page No. 1

Invoice to  
Anne Snellgrove M P

Anne Snellgrove M P

**murodigital**  
Murodigital

Invoice No.	Date	Acc Number	Your Order Reference
-------------	------	------------	----------------------

26/03/2008

Product Code	Description
--------------	-------------

S-3379

RP Master 07 A3  
1 of 2

Each

2

2

36.75

73.50

17.50

Payment Details

Trading Terms

Totals this Invoice

Courier: Securicor Standard

Carriage:	0.00
Goods/services:	73.50
VAT:	12.86
<b>Total Due: £</b>	<b>86.36</b>



Communications Allowance  
Member's reimbursement form

22 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 SNELGROVE MP

Constituency

SOUTH SWINDON 102602

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

07/08

Description of service or goods

STAMPS

Amount

£ 275.08 p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

Total

£ 275.08 p

Office use only

Authorisation and declaration

incurred wholly, exclusively and necessarily

Signature

MP

Date

21-8-07

**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

--	--



£
---

£
---

<b>Comments</b>
-----------------



Post Office Ltd.  
Receipt



S/a 2ndx100		
4 @ 24.00		96.00
SAS bk 2nd x 12		
1 @ 2.88		2.88
<b>TOTAL DUE TO POST OFFICE</b>		<b>98.88</b>
Cash	<b>FROM CUSTOMER</b>	<b>98.88</b>
<b>BALANCE</b>		<b>0.00</b>

Thank You





Post Office Ltd.  
Your Receipt

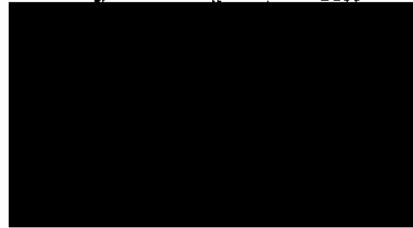


S/a 2ndx100		
3	@ 24.00	72.00
SAS bk 2nd x 12		
2	@ 2.88	5.76
<b>TOTAL DUE TO POST OFFICE</b>		<b>77.76</b>
Cash	<b>FROM CUSTOMER</b>	<b>77.76</b>
<b>BALANCE</b>		<b>0.00</b>

Thank You



Post Office Ltd.



S/a 2ndx100		
4	@ 24.00	96.00
SAS bk 2nd x 12		
1	@ 2.88	2.88
2nd class stmp		
4	@ 0.24	0.96
TOTAL DUE TO POST OFFICE		99.84
Cash	FROM CUSTOMER	99.84
BALANCE		0.00

Thank You



Communications Allowance  
Member's reimbursement form

VALIDATION  
04 OCT 2007 Comms1  
page 1 of 2  
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 SNELGROVE

Constituency

S SWINDON ✓

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 (2nd class)

£ 96.00 p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

Total

£ 96.00 p

Authorisation and declaration

I authorise you to use my name, exclusively and necessarily

Signature

Date

2.10.07

**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**

--

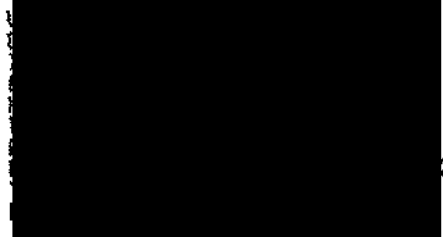


Post Office Ltd.  
Your Receipt



S/n 2ndx100		
4	9 24.00	96.00
TOTAL DUE TO POST OFFICE		96.00
Visa Debit	FROM CUSTOMER	96.00
BALANCE		0.00

Payment Detail



27

Amount: £96.00

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

Please retain for future reference

Thank You



Communications Allowance  
Direct payment of suppliers

VALIDATION  
04 OCT 2007  
RECEIVED

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 SWELGROVE

Constituency

S SWINDON

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

07/08

Suppliers

Amount

Office use only

Allow. / Supp ID / Exp.Type /

PROENIX ENTERPRISES

£ 1116.66 p

£ 150.00 p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

Authorisation and declaration

Signature

[Redacted Signature]

I certify that the above is a true and correct account of costs incurred wholly, or in part, in the course of my Parliamentary duties.

MP

Date

2/10/07

**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**



# PHOENIX ENTERPRISES

# Invoice



Tax Date	Invoice #
02/10/2007	[Redacted]

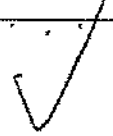
Invoice To
[Redacted]
Anne Snelgrove MP
[Redacted]

P.O. No.	Terms	Due Date	Ship Date	Job Ref No
	14 days	16/10/2007	02/10/2007	[Redacted]

Item	Description	Qty	Rate	Amount
Mailing General	Mailing - fold letter A4 to DL, insert into envelope and frank.	2,061	0.10	206.10
Mailing General	Franking only	82	0.05	4.10
2nd class postage	2nd class postage at cost - Letter up to C5	2,143	0.22	471.46
Mailing General	Leaflet distribution: Wroughton Qu 1500, Dorcan & Eldene Qu 2000, East Waicot Qu 1500	5,000	0.08	400.00
[Redacted]	Transport: [Redacted]	2	17.50	35.00
[Redacted]	[Redacted]			

--

<b>Total</b>	<b>£1,116.66</b>
--------------	------------------







**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 SNELGROVE

**Constituency**

SOUTH SWINDON

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 27.09.07 to 29.09.07 Allowance year 07.08

Suppliers	Amount
Phoenix Enterprises	£404.52 p
	£ : p
	£ : p
	£ : p
	£ : p
	£ : p
	£ : p
	£ : p

Office use only		
Allow.	Supp ID	Exp.Type

**Authorisation and declaration**

**Signature**

[Redacted Signature]

costs incurred wholly,  
Parliamentary duties.

**MP**

**Date**

27.9.07

**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**



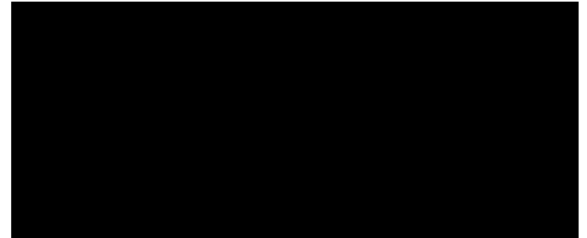
# PHOENIX ENTERPRISES

# Invoice



Tax Date	
12/09/2007	

17 SEP 2007



Invoice To
[Redacted]
Anne Snelgrove MP
[Redacted]

P.O. No.	Terms	Due Date	Ship Date	Job Ref No
	14 days	26/09/2007	12/09/2007	[Redacted]

Item	Description	Qty	Rate	Amount
Mailing General	Franking only.	1,201	0.045	54.05
Mailing General	Mailing, Fold letter to DL, 2 inserts into DL envelope supplied by customer, Frank.	250	0.125	31.25
2nd class postage	2nd class postage at cost - Letter up to C5.	1,451	0.22	319.22
Transport	Collect from [Redacted]			0.00

[Redacted]

<b>Total</b>	<b>£404.52</b>
--------------	----------------

[Redacted]



0 3 OCT 2007

# 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 SNELGROVE

Constituency

SOUTH SWINDON

Office use only

Costs



## Claim details

You can only request  
Please ensure

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

Period of claim

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

Allowance year

2007/2008

Suppliers

Amount

Office use only

Allow. / Supp ID / Exp.Type

ORIGIN ZONE LIMITED  
(Annual Report)

£ 1,233.75 p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

## Authorisation and declaration

I hereby declare that the amount requested is in respect of costs incurred wholly, in respect of my Parliamentary duties.

Signature



MP

Date

28.09.07

**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**

# OriginZone Limited

Em

Anne Snelgrove MP

Your Reference  
Our Reference

Customer Code  
Description : Sales Invoice

Tax Point Date : 28/09/2007  
Invoice No

LP	Litho Printing 1 A3 Double-sided, 4 colour throughout 120gm gloss, fold to A4, 10,000 off Origin reference 00349	1.00	1,050.00	0.00%	1,050.00
----	---	------	----------	-------	----------

VAT Rate	Description	Net Amt	VAT Amt
1 17.50%	VAT Standard Rate	1,050.00	183.75

£ 1,050.00  
£ 183.75  
£ 1,233.75



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

13/11/07

**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 SNELGROVE MP ✓

Constituency

SOUTH SWINDON ✓

Office use only

Costc

M S N E L A S O ✓

**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

07/08

Suppliers

Amount

Suppliers	Amount
Origin Zone Ltd.	2,491.00 p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p

Office use only

Allow. / Supp ID / Exp.Type

**Authorisation and declaration**

Signature

costs incurred wholly, Parliamentary duties.

MP

Date

8-11-07

**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

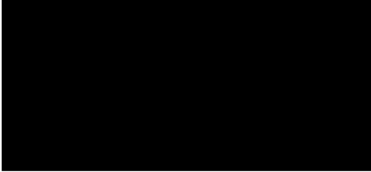
Validation  
completed**Comments**



# OriginZone Limited



Anne Snelgrove MP



25 OCT 2007

Your Reference  
Our Reference

Customer Code  
Description : Sales Invoice

Tax Point Date : 18/10/2007  
Invoice No



LP QTY 30,000 1 A3 double sided 1.00 2,120.00 0.00% 2,120.00  
4 colour throughout  
120gsm gloss stock  
FOLD A3 to A4  
FROM NEW FILE however repeat order



17

VAT Rate	Description	Net Amt	VAT Amt
1 17.50%	VAT Standard Rate	2,120.00	371.00

£ 2,120.00

£ 371.00

£ 2,491.00





2007 NOV 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

ANNE SNEELGROVE

Constituency

SOUTH SWINDON

Office use only

Claim details

You can only request Please ensure

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

Period of claim

from 28/09/07 to 28/09/07 Allowance year

07/08

Suppliers

Amount

Office use only

ORIGINZONE LTD

£1233.75

Table with 2 columns: Suppliers, Amount. Includes empty rows for additional entries.

Authorisation and declaration

Signature

incurred wholly, Parliamentary duties.

Date

29.10.07

**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**

OriginZone Limited

Anne Snelgrove MP

- 3 OCT 2007

Your Reference  
Our Reference

Customer Code  
Description : Sales Invoice

Tax Point Date : 28/09/2007  
Invoice No

LP	Litho Printing 1 A3 Double-sided, 4 colour throughout 120gm gloss, fold to A4, 10,000 off Origin	1.00	1,050.00	0.00%	1,050.00
----	---	------	----------	-------	----------

VAT Rate	Description	Net Amt	VAT Amt
1 17.50%	VAT Standard Rate	1,050.00	183.75

£ 1,050.00  
£ 183.75  
£ 1,233.75



Communications Allowance  
Direct payment of suppliers

VALIDATION  
21 DEC 2007  
RECEIVED

When to use this form

- Use this form to ask us to pay your suppliers for goods and services incurred on your Parliamentary duties.

About filling in this form

- For details of costs you can claim for please refer to booklet on Communications Allowance.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS

ANNE SNELGROVE MP

Constituency

SOUTH SWINDON.

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

Suppliers

Amount

Suppliers	Amount
CANAL PUBLISHING	£ _____ p
PUBLIC IMPACT	£ 928.11 p
PUBLIC IMPACT I	£ 311.96 p
_____	£ _____ p
_____	£ _____ p
_____	£ _____ p
_____	£ _____ p

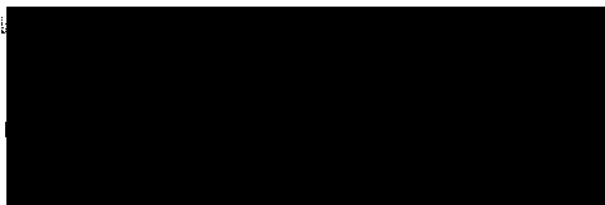
Office use only

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



Authorisation and declaration

Signature



Costs incurred wholly, on Parliamentary duties.

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

**Invoice**

Page 1

Anne Snelgrove MP  
[REDACTED]**Invoice No.** [REDACTED]**Invoice/Tax Date**

14/11/2007

**Cust. Order No.****Account Ref.** [REDACTED]**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 20K	0.00	0.00	825.00	0.00	0.00
1.00 Delivery Scale F	0.00	0.00	87.75	17.50	15.36

4 JAN 2008

**Total Net Amount** 912.75**Total VAT Amount** 15.36**Invoice Terms: 30 Days****Invoice Total** 928.11

Printed on 30/11/2007 10:08:50 AM  
by: [redacted]

**Invoice**

Page 1

Anne Snelgrove MP  
[redacted]**Invoice No.** [redacted]**Invoice/Tax Date**

30/11/2007

**Cust. Order No.****Account Ref.** [redacted]**Quantity Details**

	<b>Unit Price</b>	<b>Net</b>	<b>VAT Rate</b>	<b>VAT</b>
1.00 Printing of 5,000 Wallet cards	240.00	240.00	17.50	42.00
1.00 Delivery	25.50	25.50	17.50	4.46

**Total Net Amount** 265.50**Total VAT Amount** 46.46**Invoice Terms: 30 Days****Invoice Total** 311.96





FINANCE &  
ADMINISTRATION  
HOUSE OF COMMONS

# Communications Allowance Direct payment of suppliers

23 JAN 2008

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 SNELGROVE

Constituency

SOUTH SWINDON

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 30, 11, 07 to 30, 11, 07

Allowance year

07, 08

Suppliers

Amount

Suppliers	Amount
Concept Publications Ltd	£ 177.42 p
	£ : p
	£ : p
	£ : p
	£ : p
	£ : p
	£ : p
	£ : p

Office use only

### Authorisation and declaration

Signature

I certify that the above are the correct details of costs incurred wholly, or in part, on my Parliamentary duties.

MP

Date

21.1.08

**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

# SALES INVOICE



Invoice Number [REDACTED]

A/C No. [REDACTED]

Invoice To:-

Anne Snelgrove MP

Confirmed To:-

VAT Re [REDACTED]

**THIS INVOICE IS OVERDUE  
PLEASE PAY IMMEDIATELY**

Invoice Date	Your Ref	Sales Reference
30/11/2007		
Size	Advertisement Details	Amount (£)
Half Page	[REDACTED] Wired Magazine January to February 2008 <i>Copy.</i>	151.00

Net Amount	£151.00
VAT (17.50%)	£26.42
Invoice Total	£177.42
Late Payment Charge*	£17.74
Late Payment Total	£195.16



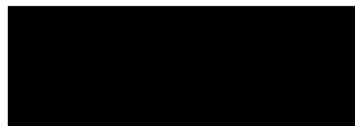
20 MAR 2008

Comms1

page 1 of 2

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 SNEELGROVE

Constituency

SOUTH SWINDON



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 12, 03, 08 to 12, 03, 08

Allowance year

07, 08

Description of service or goods

Amount

POST OFFICE STAMPS £ 249.84p

	£			p
	£			p
	£			p
	£			p
	£			p
	£			p

Total

£ 249.84p

Office use only

Allow. / Exp. Type (cat5)



Authorisation and declaration

incurred wholly, exclusively and necessarily

Signature



MP

Date

14.3.08

**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 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"/>

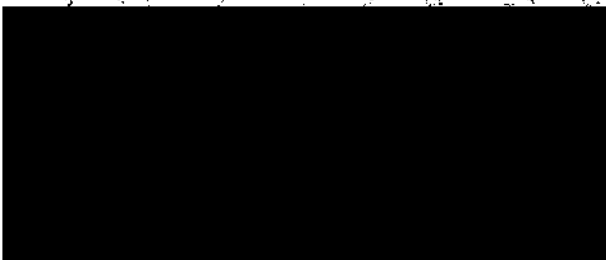
**Comments**



Post Office Ltd.  
Your Receipt



S/a 2ndx100		
6	24.00	144.00
2nd class stab		
400	0.24	96.00
SAS bk 2nd x 42		
3	2.88	8.64
2nd class stab		
5	0.24	1.20
TOTAL DUE TO POST OFFICE		249.84
Visa Debit	FROM CUSTOMER	249.84
BALANCE		0.00



Amount: \$249.84  
Your account will be debited with the



Communications Allowance  
Direct payment of suppliers

14 MAY 2008

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 SNELGROVE

Constituency

SOUTH. SWINDON

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 30, 4, 08 to 30, 04, 08

Allowance year

~~08, 09~~  
07-08

Murodigital	£ 86.36 p
	£ : p
	£ : p
	£ : p
	£ : p
	£ : p
	£ : p
	£ : p
	£ : p

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

Authorisation and declaration

Signature

[Redacted Signature]

I certify that the above is a true and correct account of costs incurred wholly, or in part, in the course of my Parliamentary duties.

MP

Date

9-5-08

# INVOICE

murodigital

Page No. 1

Delivery Account No.

Invoice to  
Anne Snellgrove M P

Deliver to  
Anne Snellgrove M P

Invoice/Credit	Date	Acc Number	Your Order Reference	Delivery Note	Despatched	IS	Analysis Data
----------------	------	------------	----------------------	---------------	------------	----	---------------

26/03/2008

R74 P0LT JOY 1

Product Code	Description	Selling Unit	Ordered	Sent	Unit Price	Line Value	VAT
	RP Master 07 A3 1 of 2	Each	2	2	36.75	73.50	12.86

Payment Details

Trading Terms

Totals this Invoice

COURT	Securicor Standard
Carriage	0.00
Goods/Service	73.50
VAT	12.86
<b>Total Due: £</b>	<b>86.36</b>



# STATEMENT

Page 1

Account Code

**murodigitala**  
document print and presentation solutions

Credit Control

Telephone Number

## STATEMENT TO:

Anne Snellgrove M P

Statement Date 30/04/2008

Currency Sterling

Trans No	Date	Description	Other Ref	Charged	Paid	Rem Bal	Total Bal
	26/03/2008	Sales Invo				86.36	86.36

Current	1 Month	2 Months	3 Months	4 Months +	Total
0.00	86.36	0.00	0.00	0.00	86.36

E&OE

Please detach along this perforation and return payment slip with payment indicating which invoices are being paid.



# Communications Allowance

## Direct payment of suppliers

1 3 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 SNELGROVE MP.

Constituency

SOUTH SWINDON

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 31.3.08 to 31.3.08 Allowance year 07.08

Suppliers

Amount

Suppliers	Amount
<u>BAYLISS PRINTING COMPANY LTD</u>	<u>£ 729.00 p</u>
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p

729.00

### Authorisation and declaration

Signature

I authorise the payment in respect of costs incurred wholly, or in part, in the discharge of my Parliamentary duties.

MP

Date

9.5.08

08 July 2008

# Bayliss Printing Company Limited

# INVOICE

Anne Snelgrove MP

Invoice Number

Date

31/3/2008

VAT Number

Account

Placed By

Order Number

Description	Qty	Price	Per	Discount	VAT%	Net Amount	VAT Amount
Job No. 2500 A5 28pp Books-Anti-Social Behaviour	1	729.000	1		0.00	729.00	0.00

Deliver to

Terms 30 Days Net E&OE

Anne Snelgrove MP

Goods

729.00

Code VAT

VAT %

VAT

0.00

TOTAL DUE

729.00

Code

%

VAT Amt

Goods

Z

0.00

729.00



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

**Comms2**

page 1 of 2

24/100

**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 S NELGROVE MP

Constituency

SOUTH SWINDON

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 28,2,08 to 18,4,08 Allowance year 07,08

Suppliers

Amount

PHEONIX ENTERPRISES	167.50 p
Muro digital.	£ 86.36 p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p

Office use only

Allow. / Supp ID / Exp.Type

**Authorisation and declaration**

Signature

[Redacted Signature]

MP

Date

19.4.08

I declare that the above is a true and correct account of costs incurred wholly, or in part, for the purpose of my Parliamentary duties.

**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**

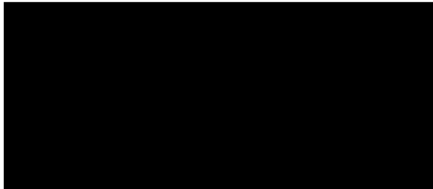
Initials / Date

Validation  
completed**Comments**



# PHOENIX ENTERPRISES

# Invoice



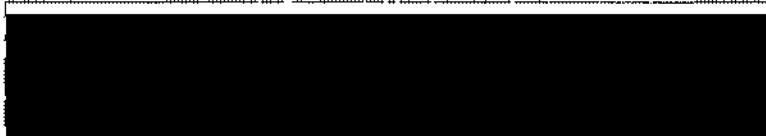
Tax Date	Invoice #
28/02/2008	[REDACTED]

Invoice To  
 [REDACTED]  
 Anne Snelgrove MP  
 [REDACTED]

P.O. No.	Terms	Due Date	Ship Date	Job Ref No
	14 days	13/03/2008	22/02/2008	[REDACTED]

Item	Description	Qty	Rate	Amount
Mailing General [REDACTED]	Libraries Mailing. Hand fold letter, insert into DL PPI envelope and seal	1,500	0.10	150.00
	Transport: [REDACTED]	1	17.50	17.50
	[REDACTED]			
	[REDACTED]			
	[REDACTED]			

	<b>Total</b>	<b>£167.50</b>
--	--------------	----------------



# STATEMENT

Page 1

Account Code

**murodigital**

document print and presentation solutions

Credit Control

Telephone Number

sales@muro.co.uk

## STATEMENT TO:

Anne Snellgrove M P

Statement Date 31/03/2008

Currency Sterling

Trans No	Date	Description	Other Ref	Charged	Paid	Rem Bal	Total Bal
	26/03/2008	Sales Invo				86.36	86.36

Current	1 Month	2 Months	3 Months	4 Months +	Total
86.36	0.00	0.00	0.00	0.00	86.36

E & O E

Please detach along this perforation and return payment slip with payment indicating which invoices are being paid



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

ANNE SNEELGROVE MP

Constituency

SOUTH SWINDON

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 13,02,08 to 13,02,08 Allowance year /

Suppliers

Amount

Table with 2 columns: Suppliers, Amount. Row 1: PHEONIX ENTERPRISES, £ 437.89

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

Authorisation and declaration

Signature

MP

Date

14.2.08



**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**



# PHOENIX ENTERPRISES

# Invoice



Tax Date	Invoice #
14/02/2008	[Redacted]



Invoice To  
 [Redacted]  
 Anne Snelgrove MP  
 [Redacted]

P.O. No.	Terms	Due Date	Ship Date	Job Ref No
	14 days	28/02/2008	13/02/2008	[Redacted]

Item	Description	Qty	Rate	Amount
Mailing General	Coffee Morning and Questionnaire Mailing	1,014	0.165	167.31
Printing/Photoco...	Photocopy 500 only single sided b&w letters at cost	500	0.025	12.50
Printing/Photoco...	Photocopy 500 only double sided b&w questionnaires at cost	500	0.035	17.50
Postage charges	Postage charges at cost	1,014	0.22	223.08
	Transport: [Redacted]	1	17.50	17.50
[Redacted]				
[Redacted]				

	<b>Total</b>	<b>£437.89</b>
--	--------------	----------------

