



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

ANNETTE BROOKE

Constituency

MID-DORSET & NORTH POOLE

Office use only

Cost

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 01/04/07 to 01/08/07

Allowance year

07/08

Suppliers

Amount

Office use only

Allow / Supp ID / Exp Type (Cat 5)

✓ BLACKMORE

£ 1218 83 p

(Report back - approved by

£ _____ p

H of C & enclosed.)

£ _____ p

£ _____ p

£ _____ p

£ _____ p

£ _____ p

£ _____ p

1218 83

Authorisation and declaration

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

Signature

Data protection

The House of Commons Administration will process the information you provide on this form for the purpose of administering and accounting for the Members' Estimate, making payments and keeping records in accordance with the rules agreed by the House of Commons and the HM Revenue & Customs. The information will also be disclosed to the National Audit Office for audit purposes. The information may also be used within the House of Commons Administration or by its agents for the purpose of business analysis or research.

For the purposes of the Freedom of Information Act 2000 the House of Commons Administration is a Public Authority and therefore the information it holds will fall within the scope of that Act.

Under the Data Protection Act 1998, you have the right to see and receive a copy of any personal data that the House of Commons Administration holds about you. If you have questions about the contents of this notice or how your information is handled or about your rights under the Data Protection Act 1998, please call our Data Protection Officer on 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

BLACKMORE

Information • Print • Communication

SALES INVOICE

26 JUL 2007

ANNETTE BROOK MP

INVOICE
NUMBER

INVOICE
DATE

JOB
NUMBER

ORDER NO.

Page 1 of 1

QUANTITY	DESCRIPTION	AMOUNT	VAT CODE
36,000	Annual Report (A3 2pp fold to 297mm x 140mm - 4/4) Flat open size : 297 x 420mm - Finishred : 297 x 140mm 2 pages / 6 pages From your fully formatted Quark/Pagemaker Disk. Epson High Res Digital Proofs 4 colour process throughout. Gloss Art 115gsm Trimmed and folded to 297 x 140mm (in thirds) size - boxed and labelled. Included to 1 Broadstone address Nett 30 days from date of invoice within agreed terms. Ordered by	£1,218.83	1
SUB TOTAL		£1,218.83	
TOTAL VAT		£0.00	
TOTAL		£1,218.83	

CODE	VAT RATE%	GOODS VALUE	VAT VALUE
1	0.00	1,218.83	0.00

THANK YOU FOR YOUR ORDER
WE VALUE YOUR BUSINESS



Communications Allowance
Member's reimbursement form

03 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

ANNETTE BROOKE

Constituency

MID-DORSET & NORTH POOLE

Office use only

Costs

Claim details

You can only claim for costs you have actually paid.

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

Period of claim from 1/04/07 to 1/08/07 Allowance year 07/08

Description of service or goods

Amount

Delivery service for	£ 399.50p
2 wards of Report Back	£ : p
Has been approved by H.O.C.	£ : p
	£ : p
	£ : p
	£ : p
	£ : p

Total

£ 399.50p

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

Signature

MP

Date

1.08.07

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 SW1A 0AA

Office use only

	Initials / Date		Input subtotals per Cat 5
Validation completed	<input type="text"/>	514500	<input type="text" value="£ 399.50"/>
		514525	<input type="text" value="£"/>

Comments

Mailbox Nationwide Ltd

- 9 JUL 2007

ANNETTE BROOK MP

Invoice Number: [REDACTED]

Your Ref:

6th July 2007

Delivery of Promotional Material

8,500	ANNETTE BROOK MP	@ £40.00	per thousand	£340.00
			VAT @ 17.5%	£59.50
			Total	£399.50

[REDACTED]

All work is carried out on the basis of the Conditions of Provision of Services on the website

[REDACTED]



Communications Allowance
Direct payment of suppliers

2007 NOV 8 2

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

ANNETTE BROOKE ✓

Constituency

MID DORSET AND NORTH POOLE

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 27/10/07 to 27/11/07

Allowance year

2007/2008 ✓

Suppliers

Amount

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

PARK COMMUNICATIONS —	£ 2,720.00 p
but via liberal Democrats	£ _____ p
(Health Survey as approved)	£ _____ p
(Please note this invoice temporarily	£ _____ p
went astray and so it's	£ _____ p
payment is rather urgent	£ _____ p
	£ _____ p

Authorisation and declaration

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

Signature



MP

Date

27.11.07

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' Estimates, 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**

Park COMMUNICATIONS

Invoice

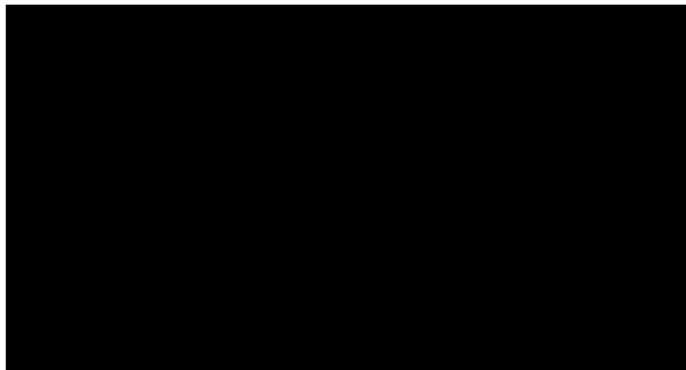
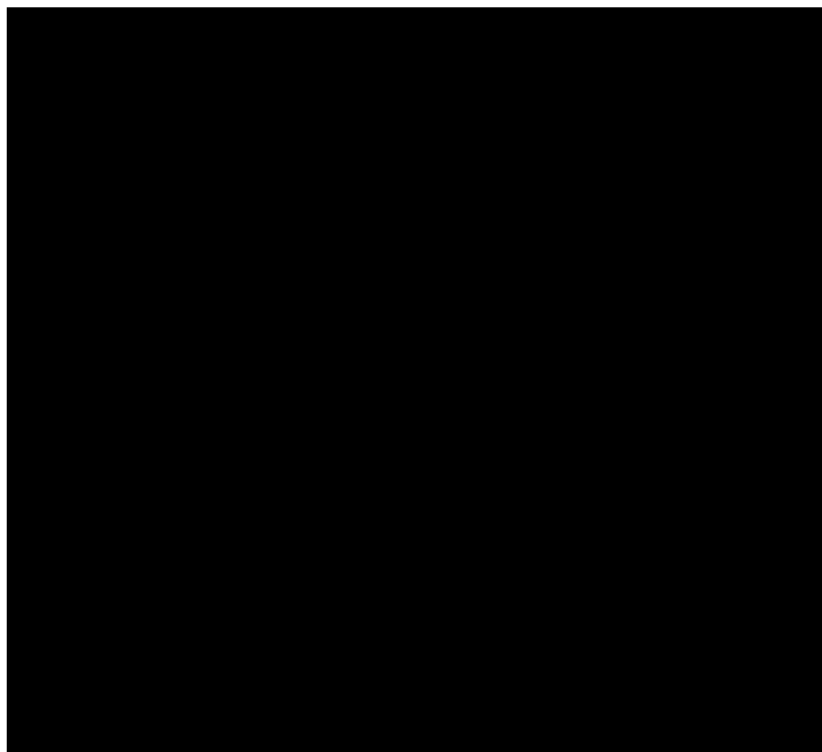
23 OCT 2007



Invoice date: 30 September 2007 ✓
Invoice number: [REDACTED] ✓

Order number: [REDACTED]

Mid Dorset - Letter: 38,707 copies	£	843.20
Mid Dorset - Survey & Mailing	£	1597.28



Sub total £ 2440.48
VAT £ 279.52
Total £ 2720.00 ✓

