Incidental Expenses Provision/Staffing 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, see Green Book section 5.13.1.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name

BUDGET PRENTICE

In CAPITAL LETTERS

Constituency

LEWISHAM EAST

Office use only

Cost

Supp/Res ID

Claim details

Please ensure

- your claim totals more than £100 – this will enable us to process your claim more promptly
- any claims for petty cash do not exceed £250 per month
- you attach all supplier invoices.

You must specify

- the Incidental Expenses Provision for costs that include office and surgery accommodation, equipment and supplies, communication and travel.

You can specify

- the Incidental Expenses Provision or the Staffing Allowance for costs that include work commissioned or bought in services.

Date of claim

13/04/2007

Allowance year

2006/2007

Incidental Expenses Provision claims

<table>
<thead>
<tr>
<th>Suppliers</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>BHSC BLINDS</td>
<td>£907.10p</td>
</tr>
<tr>
<td>BT</td>
<td>£159.95p</td>
</tr>
<tr>
<td>GOLDSMITHS COMMUNITY ASSOCIATION</td>
<td>£120.00p</td>
</tr>
<tr>
<td>Item 3</td>
<td></td>
</tr>
<tr>
<td>Item 4</td>
<td></td>
</tr>
<tr>
<td>Item 5</td>
<td></td>
</tr>
</tbody>
</table>

Total: £1,187.05p

Claim details continued on page 2
Claim details continued

**Staffing Allowance claims**

<table>
<thead>
<tr>
<th>Suppliers</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item 6</td>
<td>£      : p</td>
</tr>
<tr>
<td>Item 7</td>
<td>£      : p</td>
</tr>
<tr>
<td>Item 8</td>
<td>£      : p</td>
</tr>
<tr>
<td>Item 9</td>
<td>£      : p</td>
</tr>
</tbody>
</table>

**Total** £ : 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**

[Signature]

MP

**Date**

8/10/2007

---

**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 Inland Revenue. 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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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).

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**Send your completed form to**

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

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**Office use only**

<table>
<thead>
<tr>
<th>Validation</th>
<th>Initials</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Claims received</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Signature check</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Funds check</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Allowable expenditure</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Validation</th>
<th>Initials</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Member ID added to form</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payment codes added to form</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Receipts/documentation present</td>
<td></td>
<td></td>
</tr>
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<td>Processing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Input</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please use margin for comments
To supply and fix:-
Acrylic fascia sign with overhead cowl light
fittings.
As per quotation / print (scheme C)
dated 5 March 2007.
Verbal order Mr. (redacted) 15 March 2007.

Date: 30/03/2007
Invoice No.: (redacted)

Cost: £ 772.00
Vat: £ 135.10
Total: £ 907.10
Deposit Paid: £ (redacted)
Balance Due: £ 907.10

Terms: Net on completion as stated.
Date 28 January 2007
If you have a query please see reverse for our contact details.

BT Commitment

Bill for [REDACTED]

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Package benefits</td>
<td>£ 0.00</td>
</tr>
<tr>
<td>BT Commitment</td>
<td></td>
</tr>
<tr>
<td>Service charges</td>
<td>£ 29.76</td>
</tr>
<tr>
<td>One-off charges</td>
<td>£ 106.37</td>
</tr>
<tr>
<td>VAT</td>
<td>£ 23.82</td>
</tr>
</tbody>
</table>

**Total now due**  £ 159.95

Please make sure we receive the total now due by 8 February 2007.
6th March 2007

To: Bridget Prentice MP (Lewisham East)

INVOICE

To: Contribution to use of premises and facilities
 **MP’s surgery**

**Period:**

July 2006 to March 2007 (excluding August)
8 sessions @ £15

**Total amount due by return**

£120.00
Incidental Expenses Provision/Staffing 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, see Green Book section 5.13.1.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS
BROUGHT PRENTICE

Constituency
LEWISHAM EAST

Claim details

Please ensure
- your claim totals more than £100 – this will enable us to process your claim more promptly
- any claims for petty cash do not exceed £250 per month
- you attach all supplier invoices.

You must specify
- the Incidental Expenses Provision for costs that include office and surgery accommodation, equipment and supplies, communication and travel.

You can specify
- the Incidental Expenses Provision or the Staffing Allowance for costs that include work commissioned or bought in services.

Date of claim 28 10 3 2007
Allowance year 2006 / 2007

Incidental Expenses Provision claims

<table>
<thead>
<tr>
<th>Suppliers</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADT 296088</td>
<td>£142.175 p</td>
</tr>
<tr>
<td>TOWER CASE 296045</td>
<td>£550.00 p</td>
</tr>
<tr>
<td>BANNER 296039</td>
<td>£267.55 p</td>
</tr>
<tr>
<td>EBS 296040</td>
<td>£595.00 p</td>
</tr>
<tr>
<td>BT 296041</td>
<td>£3,124.76 p</td>
</tr>
</tbody>
</table>

Total £3,124.76 p

Claim details continued on page 2
Claim details continued

Staffing Allowance claims

<table>
<thead>
<tr>
<th>Suppliers</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item 6</td>
<td>£      : p</td>
</tr>
<tr>
<td>Item 7</td>
<td>£      : p</td>
</tr>
<tr>
<td>Item 8</td>
<td>£      : p</td>
</tr>
<tr>
<td>Item 9</td>
<td>£      : p</td>
</tr>
</tbody>
</table>

Total £ : p

Office use only

| Allow or Ac code | Supplier ID | Exp/ Cat 5 |

Authorisation and declaration

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

Signature

MP

Date 29/03/2007

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

Validation Initials Date

Claims received $ $ $ Signature check $ $ $ Funds check $ $ $ Allowable expenditure $ $ $ Please use margin for comments

Validation Initials Date

Member ID added to form Payment codes added to form Receipts/ documentation present Processing Input
Incidental Expenses Provision/Staffing Allowance

Direct payment of suppliers

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About filling in this form
■ For details of costs you can claim for, see Green Book section 5.13.1.
■ If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name
BUDGET PRENTICE
in CAPITAL LETTERS

Constituency
LEWISHAM EAST

Office use only
Cost
Supp/Res ID

Claim details

Please ensure
■ your claim totals more than £100 – this will enable us to process your claim more promptly
■ any claims for petty cash do not exceed £250 per month
■ you attach all supplier invoices.

You must specify
■ the Incidental Expenses Provision for costs that include office and surgery accommodation, equipment and supplies, communication and travel.

You can specify
■ the Incidental Expenses Provision or the Staffing Allowance for costs that include work commissioned or bought in services.

Date of claim
28 1 03 2007

Allowance year
2006 2007

Incidental Expenses Provision claims

Item 1
SANTOS CLEANSING £258 : 13 p

Item 2
£ : p

Item 3
£ : p

Item 4
£ : p

Item 5
£ : p

Total £258 : 13 p

Claim details continued on page 2
Claim details continued

<table>
<thead>
<tr>
<th>Item</th>
<th>Suppliers</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
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<td>£ : p</td>
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<tr>
<td>7</td>
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<td>£ : p</td>
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<tr>
<td>8</td>
<td></td>
<td>£ : p</td>
</tr>
<tr>
<td>9</td>
<td></td>
<td>£ : p</td>
</tr>
</tbody>
</table>

Total £ : 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: [Blank]

Date: 29/03/2007

Data protection

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Send your completed form to

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

Office use only

<table>
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<th>Validation</th>
<th>Initials</th>
<th>Date</th>
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<tr>
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<td></td>
<td></td>
<td>Input</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please use margin for comments
<table>
<thead>
<tr>
<th>Description</th>
<th>VAT Rate</th>
<th>Amount (£)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Installation of the Intruder Alarm System</td>
<td>17.50</td>
<td>990.00</td>
</tr>
<tr>
<td>Maintenance and Monitoring of the Intruder Alarm System</td>
<td>17.50</td>
<td>220.00</td>
</tr>
<tr>
<td>Charge for the Period 15-03-2007 to 14-03-2008</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Subtotal                                                                 1210.00
VAT                                                                      211.75
Gross                                                                   1421.75

Please detach this remittance advice and return it with your payment to the address shown below.

To: ADT FIRE AND SECURITY PLC
# Invoice

**Invoice No.:** [Redacted]

**Invoice To:**
Bridget Prentice MP

**Charge To:**
Bridget Prentice MP

**Delivered To:**
Bridget Prentice MP

**Banner Business Supplies Ltd**

**Payment Slip**
Please see reverse for terms of business and how to pay

**Acc. No.:** [Redacted]

**Inv. No.:** [Redacted]

**Inv. Date:** 14/03/2007

**Amount Due:** 267.55

<table>
<thead>
<tr>
<th>Line No.</th>
<th>Line Ref.</th>
<th>Product Code</th>
<th>Product Description</th>
<th>Quantity</th>
<th>U.O.M.</th>
<th>Unit Price</th>
<th>Tax</th>
<th>Line Total</th>
<th>VAT Rate</th>
<th>VAT</th>
<th>VAT Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1800323</td>
<td>FIRE EXTINGUISHER : FOAM ESP2000</td>
<td>2 EACH</td>
<td>35.1300</td>
<td>13/03/07</td>
<td>17.5</td>
<td>70.26</td>
<td>12.30</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>1800323</td>
<td>FIRE EXTINGUISHER : CO2 CD2</td>
<td>2 EACH</td>
<td>55.0000</td>
<td>13/03/07</td>
<td>12.5</td>
<td>68.75</td>
<td>22.75</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>1800513</td>
<td>FIRE BLANKET 1.2X1.2M HARD PAC</td>
<td>1 EACH</td>
<td>22.5000</td>
<td>13/03/07</td>
<td>12.5</td>
<td>28.13</td>
<td>3.91</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>7900917</td>
<td>INTEGRATED WASTE BIN ISLIP INTENSE RED</td>
<td>1 EACH</td>
<td>4.9100</td>
<td>08/03/07</td>
<td>17.5</td>
<td>4.91</td>
<td>0.86</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**V.A.T. Summary**

<table>
<thead>
<tr>
<th>Rate</th>
<th>Taxable Sum</th>
<th>V.A.T. Amount</th>
<th>VAT Registration</th>
</tr>
</thead>
<tbody>
<tr>
<td>17.50</td>
<td>227.70</td>
<td>39.85</td>
<td>[Redacted]</td>
</tr>
</tbody>
</table>

**Sales Order Total (VAT excl):** 227.70

**Inv. No.:** 63/2005

**Inv. V.A.T.:** 39.85

**Inv. Total:** 267.55

**Settlement Discount Terms:** None

**Payment:** [Redacted]

**Date:** 11/04/2007
Bridget Prentice M.P.

19 February 2007
Our ref: [redacted]
Invoice No: [redacted]

**INVOICE**

<table>
<thead>
<tr>
<th>Re: Unit 13 Leegate Centre</th>
<th>Costs:</th>
<th>VAT:</th>
<th>Disc:</th>
</tr>
</thead>
<tbody>
<tr>
<td>TO OUR PROFESSIONAL CHARGES to taking your instructions in connection with Unit 13 Leegate Centre; receipt and perusal of documentation; liaison with Messrs Baxter Phillips Letting Agents; on behalf of Lewisham East Labour Party and yourself and Collins Benson Goldhill Solicitors acting for the Landlords; preparation of documentation; liaising with you regarding official arrangements; execution of documentation and overseeing completion</td>
<td>£500.00</td>
<td>£87.50</td>
<td>£8.00</td>
</tr>
<tr>
<td></td>
<td>£500.00</td>
<td>£87.50</td>
<td>£8.00</td>
</tr>
<tr>
<td>TOTAL</td>
<td>£595.50</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

[Redacted text]
<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost of calls</td>
<td>£ 0.32</td>
</tr>
<tr>
<td>Package benefits</td>
<td>£ 0.00</td>
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<tr>
<td>BT Commitment</td>
<td></td>
</tr>
<tr>
<td>Service charges</td>
<td>£ 44.30</td>
</tr>
<tr>
<td>One-off charges</td>
<td>£ 106.37</td>
</tr>
<tr>
<td>VAT</td>
<td>£ 26.42</td>
</tr>
<tr>
<td><strong>Total now due</strong></td>
<td><strong>£ 177.41</strong></td>
</tr>
</tbody>
</table>

Please make sure we receive the total now due by 16 February 2007.
**BT Commitment**

Bill for:  

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost of calls</td>
<td>£ 2.23</td>
</tr>
<tr>
<td>Package benefits</td>
<td>£ 0.00</td>
</tr>
<tr>
<td>BT Commitment</td>
<td></td>
</tr>
<tr>
<td>Service charges</td>
<td>- £ 27.50</td>
</tr>
<tr>
<td>VAT</td>
<td>- £ 4.42</td>
</tr>
<tr>
<td>Brought forward</td>
<td>£ 142.74</td>
</tr>
</tbody>
</table>

**Total now due**  **£ 113.05**

Please make sure we receive the total now due by 15 February 2007.
SANTOS CLEANING SERVICES

To: BUDGET PRENITCE MP

Date: 26.03.2007.

Amount: £258.13
Bridgett Prentice MP

Dear [Name],

The insurance detailed below has been arranged in accordance with your instructions and the premium debited to your account.

To ensure you are fully protected, would you please let us have your remittance within the next 14 days.

<table>
<thead>
<tr>
<th>Type of Insurance:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Insured:</td>
<td>Bridgett Prentice MP</td>
</tr>
<tr>
<td>Period:</td>
<td></td>
</tr>
<tr>
<td>Transaction Type:</td>
<td></td>
</tr>
<tr>
<td>Effective Date:</td>
<td></td>
</tr>
<tr>
<td>Client Code:</td>
<td></td>
</tr>
<tr>
<td>Policy number:</td>
<td></td>
</tr>
<tr>
<td>PREMIUM:</td>
<td>£500.00</td>
</tr>
<tr>
<td>TAX (5.00%)</td>
<td>£ 25.00</td>
</tr>
<tr>
<td>Admin fee for Commercial Lines</td>
<td>£ 25.00</td>
</tr>
</tbody>
</table>

AMOUNT DUE £550.00
Incidental Expenses Provision

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, see Green Book section 5.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name
BRIDGET PRENTICE

Constituency
LEWISHAM EAST

Claim details

Please ensure
- your claim totals more than £100
- you provide journey details of all taxi journeys
- you attach all receipts or invoices for items of £250 and above
- any claims for petty cash do not exceed £250 per month.

You can only claim for
- costs you have actually paid
- office and surgery accommodation, equipment and supplies, work commissioned, communication and travel.

<table>
<thead>
<tr>
<th>Item</th>
<th>Description of service or goods</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>£ 160.00 p</td>
</tr>
<tr>
<td>2</td>
<td>SAVESURY</td>
<td>£ 29.93 p</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>£       p</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>£       p</td>
</tr>
<tr>
<td>5</td>
<td></td>
<td>£       p</td>
</tr>
<tr>
<td>6</td>
<td></td>
<td>£       p</td>
</tr>
<tr>
<td>7</td>
<td></td>
<td>£       p</td>
</tr>
<tr>
<td>8</td>
<td></td>
<td>£       p</td>
</tr>
<tr>
<td>9</td>
<td></td>
<td>£       p</td>
</tr>
<tr>
<td>10</td>
<td></td>
<td>£       p</td>
</tr>
</tbody>
</table>

Total £ 189.93 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: [Redacted]
Date: 28 March 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

<table>
<thead>
<tr>
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<th>Initials</th>
<th>Date</th>
<th>Input subtotals per Cat 5</th>
</tr>
</thead>
<tbody>
<tr>
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<td>£189.93</td>
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<td></td>
<td>/</td>
<td></td>
</tr>
<tr>
<td>Funds check</td>
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<td>/</td>
<td></td>
</tr>
<tr>
<td>Allowable expenditure</td>
<td></td>
<td>/</td>
<td></td>
</tr>
<tr>
<td>Member Res ID &amp; Costs</td>
<td></td>
<td>/</td>
<td></td>
</tr>
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<td>/</td>
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</tr>
<tr>
<td>Processing</td>
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<td>/</td>
<td></td>
</tr>
</tbody>
</table>

Comments: [Blank]

Form C1 03/05
Sainsbury's
Try something new today

£29.93

16 BALANCE OUT
Visa
[ICL]
AID: 123
ISS. DATE: 11/06
EXP. DATE: 11/09
MERCHANT
Auth Code:

Pin Verified

CHANGE

4 ACTIVE KIDS VOUCHERS EARNED

Please keep for your records
Published Terms and Conditions apply
Date: 23rd March 2007

This is to confirm that [redacted] has received £160 from Bridget Prentice MP for subsistence and travelling expenses for the period 12th March 2007 – 23rd March
Incidental Expenses Provision

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, see Green Book section 5.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name: BRIDGET PRENTICE
Constituency: Lewisham East

Claim details

Please ensure:
- Your claim totals more than £100
- You provide journey details of all taxi journeys
- You attach all receipts or invoices for items of £250 and above
- Any claims for petty cash do not exceed £250 per month.

You can only claim for:
- Costs you have actually paid
- Office and surgery accommodation, equipment and supplies, work commissioned, communication and travel.

Period of claim: 19/02/07 to 04/03/07
Allowance year: 06/07

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<tr>
<th>Description of service or goods</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
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<td>Item 1 Subsistence + Travel</td>
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</tr>
<tr>
<td>Item 2</td>
<td>£</td>
</tr>
<tr>
<td>Item 3</td>
<td>£</td>
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<tr>
<td>Item 4</td>
<td>£</td>
</tr>
<tr>
<td>Item 5</td>
<td>£</td>
</tr>
<tr>
<td>Item 6</td>
<td>£</td>
</tr>
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<td>Item 7</td>
<td>£</td>
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<td>£</td>
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<td>Item 9</td>
<td>£</td>
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<tr>
<td>Item 10</td>
<td>£</td>
</tr>
</tbody>
</table>

Total: £165.00
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 6th March 2007

Data protection

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

Office use only

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<tr>
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<th>Input subtotals per Cat 5</th>
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<td>Funds check</td>
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<td></td>
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</tr>
<tr>
<td>Allowable expenditure</td>
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<td></td>
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</tr>
<tr>
<td>Member Rev &amp; Costs</td>
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<td></td>
<td></td>
</tr>
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<td>(65 00)</td>
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</tr>
<tr>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

Comments

£
Receipt

Date: 5th March 2007

This is to confirm that [redacted] has received £65,00 from Bridget Prentice MP for subsistence and travelling expenses for the period Feb 19 - Mar 4 2007.
Incidental Expenses Provision

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, see Green Book section 5.
If you have any doubt about whether you can claim for a cost, please call 020 7219 1348.

Your details

Name
BRIDGET PRENTICE

Constituency
LEWISHAM EAST

Office use only
Cost: ___________________________

Claim details

Please ensure:
- your claim totals more than £100
- you provide journey details of all tax journeys
- you attach all receipts or invoices for items of £250 and above
- any claims for petty cash do not exceed £250 per month.

You can only claim for:
- costs you have actually paid
- office and surgery accommodation, equipment and supplies, work commissioned, communication and travel costs

End of claim
15/01/07 to 16/02/07

Finance year
2006-07

Description of service or goods

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>£321.00 p</td>
</tr>
<tr>
<td>2</td>
<td>£</td>
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<tr>
<td>3</td>
<td>£</td>
</tr>
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<td>4</td>
<td>£</td>
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<td>5</td>
<td>£</td>
</tr>
<tr>
<td>6</td>
<td>£</td>
</tr>
<tr>
<td>7</td>
<td>£</td>
</tr>
<tr>
<td>8</td>
<td>£</td>
</tr>
<tr>
<td>9</td>
<td>£</td>
</tr>
<tr>
<td>10</td>
<td>£</td>
</tr>
</tbody>
</table>

Total £321.00 p

continued on page 2
I claim reimbursement of these costs which I incurred wholly, exclusively and necessarily in the performance of my Parliamentary duties.

Signature: [Signature]

Date: 1st March 2007

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Office use only

Validation

Initials/Date

Claims received

Signature check

Funds check

Allowable expenditure

Member’s Rest & Costs

Expenditure: Cat 6 & subtraction added to form

Recorded documentation present

Processing

Input

Input subtotals per Cat 6

£ 321 £ 0

£

£

£ 321 £ 0

Comments:
Validation Claim Summary Sheet
Please write or print clearly & attach to claim

Supplier ID
Text
Invoice No.
Account code / Allowance
Members cost centre (Cat1)
Financial Year/PIRO (Cat2)

Expenditure type (Cat5):

TOTAL

Comments:

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

Posted by (initials & date)
COMPLETION STATEMENT AS AT 23 JANUARY 2007

Rent @ £8,100 per annum

Period from and including 23.01.07
up to and including 22.04.07
(3 months) 2,276.00

Service Charge @ £1,273.68 per annum

Period from and including 23.01.07
up to and including 24.03.07
(61 days @ £3.49 per day) 212.89

Insurance premium @ £174.83 per annum

Period from and including 23.01.07
up to and including 30.12.07
(342 days @ £0.48 per day) 164.16

VAT on above 404.11

Contribution towards landlord’s solicitors costs 500.00

Amount required to complete £3,618.16

COLLINS BENSON GOLDHILL
Incidental Expenses Provision/Staffing Allowance

Direct payment of suppliers

2 JUN 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, see Green Book section 5.13.1.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name: BREDDER PRENTICE
Constituency: LEEWISHAM EAST

Claim details

Please ensure
- your claim totals more than £100 – this will enable us to process your claim more promptly
- any claims for petty cash do not exceed £250 per month
- you attach all supplier invoices.

You must specify
- the Incidental Expenses Provision for costs that include office and surgery accommodation, equipment and supplies, communication and travel.

You can specify
- the Incidental Expenses Provision or the Staffing Allowance for costs that include work commissioned or bought in services.

Date of claim: 15/01/2007
Allowance year: 2006/2007

Incidental Expenses Provision claims

<table>
<thead>
<tr>
<th>Item</th>
<th>Suppliers</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
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<td>ACTIVE 24</td>
<td>£221.02</td>
</tr>
<tr>
<td>2</td>
<td>WHIMONT PRESS</td>
<td>£329.00</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>£</td>
</tr>
<tr>
<td>4</td>
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<td>5</td>
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</tr>
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Claim details continued on page 2.
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<td>7</td>
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<td>£</td>
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</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>£</strong></td>
<td></td>
</tr>
</tbody>
</table>

**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**

[Signature]

**Date**

17/01/2007

**Data protection**

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**Send your completed form to**

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<table>
<thead>
<tr>
<th>Validation</th>
<th>Initials</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Claims received</td>
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<tr>
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<td>/ /</td>
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<tr>
<td>Funds check</td>
<td></td>
<td>/ /</td>
</tr>
<tr>
<td>Allowable expenditure</td>
<td></td>
<td>/ /</td>
</tr>
</tbody>
</table>

**Validation**

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<tr>
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</thead>
<tbody>
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<td>/ /</td>
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<td></td>
<td>/ /</td>
</tr>
<tr>
<td>Processing Input</td>
<td></td>
<td>/ /</td>
</tr>
</tbody>
</table>

Please use margin for comments
Active 24
Arendstraat 29
1223 RE Hilversum
Netherlands

Invoice
Invoice Number: 2111062
Customer Number: 2111062
Old Customer number: 2111062
Invoice Date: 23.11.2008
Due Date: 23.12.2008

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Product Description</th>
<th>Periods</th>
<th>Unit Price</th>
<th>Amount (GBP)</th>
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</tr>
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<td>V.A.T.</td>
<td>32.92</td>
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**OVERDUE ACCOUNT**

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<th>Ref.</th>
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<th>Debit</th>
<th>Credit</th>
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</thead>
<tbody>
<tr>
<td>15/08/06</td>
<td></td>
<td>29617 - 4000 x Letters</td>
<td>329.00</td>
<td></td>
</tr>
</tbody>
</table>

**Statement**

To: Bridget Prentice MP

A/c Ref: [Redacted]

Date: 30/11/2006

Page: 1

**Remittance Advice**

From: Bridget Prentice MP

A/c Ref: [Redacted]

Date: 30/11/2006

Page: 1

<table>
<thead>
<tr>
<th>Date</th>
<th>Ref.</th>
<th>Details</th>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
<td>29617 - 4000 x Letters</td>
<td>329.00</td>
<td></td>
</tr>
</tbody>
</table>

Unit 27 | Mulberry Court | Bourne Industrial Park
Bourne Road | Crawley | Kent | O714BE

Amount Due: £ 329.00
Validation Claim Summary Sheet
Please write or print clearly & attach to claim

Supplier ID
Text
Invoice No.
Account code / Allowance
Members cost centre (Cat1)
Financial Year/PIRO (Cat2)

Expenditure type (Cat5): £162.50
£
£
£
£
£
£
£
£
£
£
£
£12.50

Comments:

* Financial Processing purposes only
Registered by (initials & date)
Posted by (initials & date)
Incidental Expenses Provision/Staffing 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, see Green Book section 5.13.1.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name: BUDGET PRESTIGE MP
Constituency: LEWISHAM EAST

Claim details

Please ensure
- your claim totals more than £100 – this will enable us to process your claim more promptly
- any claims for petty cash do not exceed £250 per month
- you attach all supplier invoices.

You must specify
- the Incidental Expenses Provision for costs that include office and surgery accommodation, equipment and supplies, communication and travel.

You can specify
- the Incidental Expenses Provision or the Staffing Allowance for costs that include work commissioned or bought in services.

Date of claim: 3/12/2006
Allowance year: 2006/2007

Incidental Expenses Provision claims

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<thead>
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<tbody>
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<td>£75</td>
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<td>Item 5</td>
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</table>

Total £433.89

Claim details, continued on page 2
Claim details continued

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<th>Suppliers</th>
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</thead>
<tbody>
<tr>
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<td>£</td>
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</tr>
<tr>
<td>Total</td>
<td>£</td>
<td></td>
</tr>
</tbody>
</table>

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: [Space for Signature]

Date: 04/12/06

Data protection

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<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Input</td>
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</table>

Please use margin for comments
SANTOS CLEANING SERVICES

To: Budget Prentice
Date: 3.12.2006
Amount: £280
<table>
<thead>
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<th>Description</th>
<th>Amount</th>
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</thead>
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<td>Package benefits</td>
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<td>BT Commitment</td>
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<tr>
<td>Service charges</td>
<td>£ 41.15</td>
</tr>
<tr>
<td>VAT</td>
<td>£ 11.66</td>
</tr>
</tbody>
</table>

**Total now due**  £ 78.31

*Please make sure we receive the total now due by 30 November 2005*
**Invoice**

**INVOICE NO.**

**Name:** Bridget Prentice MP

**Address:**

---

**Charge To:**

**Name:** Bridget Prentice MP

**Address:**

---

**Delivered To:**

**Name:**

**Address:**

---

**Customer Service:**

**Telephone No.:**

**Fax No.:**

---

**Order Date:** 24/10/2006

**Date:** 02/11/2006

---

**Page 1 Of 1**

---

**Line No.** | **Line Ref.** | **Product Code** | **Product Description** | **Quantity** | **U.O.M.** | **Unit Price** | **Tax Date** | **Total VAT excl.** | **Line VAT Rate**
---|---|---|---|---|---|---|---|---|---
1 | 0985715 | TONER CARTRIDGE DELL 1600N 5K REF: 593.10082 | 1 EACH | 61.77 | 31/10/06 | 61.77 | 17.50 | 10.81

---

**V.A.T. Summary**

<table>
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<th>Taxable Sum</th>
<th>V.A.T. Amount</th>
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</thead>
<tbody>
<tr>
<td>17.50</td>
<td>61.77</td>
<td>10.81</td>
</tr>
</tbody>
</table>

**Settlement Discount Terms:** None

---

**Banner**

world class office products

---

**PAYMENT SLIP**

Please see reverse for terms of business and how to pay

---

**Acc. No.:**

**Inv. No.:**

---

**Inv. Date:** 02/11/2006

**Ant. Due:** 72.58

---

Please return the slip from final page of invoice with your payment by

---

**30/11/2006**
Incidental Expenses Provision/Staffing Allowance

Direct payment of suppliers

26 OCT 2006

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, see Green Book section 5.13.1.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name: BRIDGET PRENTICS

Constituency: LEEISHAM EAST

Claim details

Please ensure
- your claim totals more than £100 – this will enable us to process your claim more promptly
- any claims for petty cash do not exceed £250 per month
- you attach all supplier invoices.

You must specify
- the Incidental Expenses Provision for costs that include office and surgery accommodation, equipment and supplies, communication and travel.

You can specify
- the Incidental Expenses Provision or the Staffing Allowance for costs that include work commissioned or bought in services.

Date of claim: 23/10/06

Allowance year: 06/07

Incidental Expenses Provision claims

<table>
<thead>
<tr>
<th>Item</th>
<th>Suppliers</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Abreane Ashton</td>
<td>£282.00</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>£</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>£</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>£</td>
</tr>
<tr>
<td>5</td>
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<td>£</td>
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</table>

Total £282:00

Date check: 26/10/06
Claim details continued

<table>
<thead>
<tr>
<th>Staffing Allowance claims</th>
<th>Suppliers</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item 6</td>
<td></td>
<td>£</td>
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<td>Item 7</td>
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<tr>
<td>Item 8</td>
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<td>£</td>
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<tr>
<td><strong>Total</strong></td>
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<td>£</td>
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Office use only

<table>
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</tbody>
</table>

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: [Signature]

Date: 23/10/2006

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 Inland Revenue. 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 SW1A 0AA

Office use only

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<td>Funds check</td>
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<td>Allowable expenditure</td>
<td></td>
<td>Processing input</td>
<td></td>
</tr>
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</table>

Please use margin for comments.
Ms B Prentice

Invoice

Date 12 October 2006

No

£ p

To preparation of 2006 Tax Return

240.00

PLEASE MAKE CHEQUES PAYABLE TO ABRAMS ASHTON

Sub Total

VAT

Total

282.00
Incidental Expenses Provision/Staffing Allowance

Direct payment of suppliers

24 OCT 2006

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, see Green Book section S.13.1.
■ If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name
BRIDGET PRENTICE

In CAPITAL LETTERS

Constituency
LEWISHAM EAST

Claim details

Please ensure
■ your claim totals more than £100 - this will enable us to process your claim more promptly
■ any claims for petty cash do not exceed £250 per month
■ you attach all supplier invoices.

You must specify
■ the Incidental Expenses Provision for costs that include office and surgery accommodation, equipment and supplies, communication and travel.

You can specify
■ the Incidental Expenses Provision or the Staffing Allowance for costs that include work commissioned or bought in services.

Date of claim
17/10/2006

Allowance year
2006/2007

Incidental Expenses Provision claims

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<th>Amount</th>
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<tbody>
<tr>
<td>SANTOS CLEANING</td>
<td>£ 192.00</td>
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<tr>
<td>LEWISHAM EAST (LABOUR)</td>
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<td></td>
<td></td>
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<tr>
<td>Item 2</td>
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<tr>
<td>INTERNS EXPENSES</td>
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<tr>
<td>Item 3</td>
<td>£ 87.36</td>
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<tr>
<td>BRITISH TELECOM</td>
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<tr>
<td>Item 4</td>
<td>£ 304.88</td>
</tr>
<tr>
<td>SIEMENS FINANCIAL SERVICES</td>
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<td>Item 5</td>
<td>£ 209.56</td>
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<td>BANNER</td>
<td>0.16</td>
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Claim details continued on page 2
Claim details continued

Staffing Allowance claims

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<td>Item 7</td>
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Office use only

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</table>

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 19/11/2012

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

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<td>Allowable expenditure</td>
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<tbody>
<tr>
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</tr>
<tr>
<td>Input</td>
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</tr>
</tbody>
</table>

Please use margin for comments
SANTOS CLEANING SERVICES

To: BUDGET PRENTICE

Date: 11.10.2006

Amount: $192

27 OCT 2006
Lewisham East Labour Party

INVOICE

To: Bridget Prentice MP

In respect of expenses to [blank] (intern)

Amount: £111.30p

Date: 1st October 2006

Signed: [blank]

Lewisham East Labour Party

Bank details: [blank]

Sort Code: [blank]

Account: [blank]
Direct Debit
– the smart way to pay.

Reminder
for

Total now overdue
£ 87.36

If you have paid this amount in full within the last few days
- thank you for your payment
- please accept our apologies for this reminder
- there is no need to call us.

If you have not yet paid this amount in full please do so immediately. See back of the reminder for payment options.
**INVOICE**

<table>
<thead>
<tr>
<th>DETAILS</th>
<th>AMOUNT</th>
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</thead>
<tbody>
<tr>
<td>Agreement No.</td>
<td></td>
</tr>
<tr>
<td>Finance Proposer: Apogee Corporation Ltd</td>
<td></td>
</tr>
<tr>
<td>RA08143710-7 Equipment Rental for period 21 JUL 2006 to 20 OCT 2006</td>
<td>240.00</td>
</tr>
<tr>
<td>HOUSE OF COMMON Copier RICOH AFICIO 1224 COPIER 2545400929</td>
<td>42.00</td>
</tr>
<tr>
<td>VAT @ 17.50 % on £240.00</td>
<td>22.88</td>
</tr>
<tr>
<td></td>
<td>304.88</td>
</tr>
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</table>

**TOTAL AMOUNT** £304.88

**Due by** 21 JUL 2006
**Invoice**

**Invoice To:**
Bridget Prentice MP

**Charge To:**
Bridget Prentice MP

**Delivered To:**
Bridget Prentice MP

**Order No.:**

**C.A.R.:**

**Page 1 Of 1**
**Date:** 04/08/2006
**Order Date:** 02/08/2006
**Acc. No.:**

**Line No.** | **Product Code** | **Product Description** | **Quantity** | **U.G.M.** | **Unit Price** | **Tax Date** | **Total VAT excl VAT** | **Line Rate** |
---|---|---|---|---|---|---|---|---|
1 | HC19.136R | PAPER - A4 RED CREST NO ADDRESS | 16 | BOX250 | 9.3300 | 03/08/06 | 149.28 | 17.50 | 16.12 |

**V.A.T. Summary**

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<th>Rate</th>
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**Sales Order Total (VAT excl):** 149.28

**INVOICE GOODS:** 149.28

**INVOICE VAT:** 17.50

**INVOICE TOTAL:** 175.40

**Settlement Terms:** None

**Discount Terms:**

**Please return the slip from final page of invoice with your payment by 01/09/2006**
Invoice

Invoice No: [Redacted]

Charge To: Bridget Prentice MP

Delivered To: [Redacted]

Page 1 Of 1 Date: 02/08/2006

Banner Business Supplies Ltd

Customer Services
Telephone No: [Redacted]
Fax No: [Redacted]

Sales Order No: [Redacted]

<table>
<thead>
<tr>
<th>Line</th>
<th>Line Ref.</th>
<th>Product Code</th>
<th>Product Description</th>
<th>Quantity</th>
<th>U.O.M.</th>
<th>Unit Price</th>
<th>Tax Date</th>
<th>Line Total</th>
<th>VAT</th>
<th>VAT Rate</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>HC19-138R</td>
<td>BANNER RLD REP 123x205</td>
<td>5 BOOKS</td>
<td>1</td>
<td>BOCK</td>
<td>1.0000</td>
<td>22/07/06</td>
<td>1.08</td>
<td>11.57</td>
<td>0.19</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>PAPER - A4 RED CREST NO ADDRESS</td>
<td>3 BOX250</td>
<td>1</td>
<td>9.3300</td>
<td>29/07/06</td>
<td>27.99</td>
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V.A.T. Summary

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<tr>
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<td>29.07</td>
<td>5.09</td>
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</table>

VAT Registration: [Redacted]

Settlement: None

Discount Terms: None

Sales Order Total (VAT excl): 29.07

INVOICE GOODS: 29.07

INVOICE V.A.T.: 5.09

INVOICE TOTAL: 34.16

Please return the slip from final page of invoice with your payment by 30/08/2006.
Incidental Expenses Provision

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, see Green Book section 5.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name: BRIDGET PRANCE
Constituency: LEWISHAM EAST

Claim details

Please ensure
- your claim totals more than £100
- you provide journey details of all taxi journeys
- you attach all receipts or invoices for items of £250 and above
- any claims for petty cash do not exceed £250 per month.

You can only claim for
- costs you have actually paid
- office and surgery accommodation, equipment and supplies, work commissioned, communication and travel.

Period of claim: FROM 01/09/06 TO 30/10/06
Allowance year: 06/07

Description of service or goods | Amount
--- | ---
Item 1 | £ 50: 00 p
Item 2 | £ 170: 00 p
Item 3 | £ : p
Item 4 | £ : p
Item 5 | £ : p
Item 6 | £ : p
Item 7 | £ : p
Item 8 | £ : p
Item 9 | £ : p
Item 10 | £ : p

Total: £ 220: 00 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 19 Oct 2006

Data protection

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Send your completed form to Valiation Team, Operations Directorate, Department of Finance & Administration, House of Commons, London SW1A 0AA

Office use only

Validation

Claims received

Signature check

Funds check

Allowable expenditure

Mmember Ref ID & Code

Extr type/Cat 5 & subtotals added to form

Receipts/documentation present

Processing

Input

Input subtotals per Cat 5

£ 20.00

£ 220.00

Comments

Total £ 220.00
Incidental Expenses Provision/Staffing 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, see Green Book section 5.13.1.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name
BRIDGST PRENTICE MP

Constituency
LEWISHAM EAST

Claim details

Please ensure
- your claim totals more than £100 – this will enable us to process your claim more promptly
- any claims for petty cash do not exceed £250 per month
- you attach all supplier invoices.

You must specify
- the Incidental Expenses Provision for costs that include office and surgery accommodation, equipment and supplies, communication and travel.

You can specify
- the Incidental Expenses Provision or the Staffing Allowance for costs that include work commissioned or bought in services.

Date of claim
06/10/2006

Allowance year
2006/2007

Incidental Expenses Provision claims

<table>
<thead>
<tr>
<th>Suppliers</th>
<th>Amount</th>
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<tbody>
<tr>
<td>E SANTOS</td>
<td>£224.00</td>
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<tr>
<td>SIEMENS FINANCIAL GROW</td>
<td>£350.00</td>
</tr>
<tr>
<td>M TRACCE CORPORATION</td>
<td>£760.00</td>
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<td>GOLDSMITHS &amp; ASSOC</td>
<td>£135.00</td>
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<tr>
<td>BRITISH TELECOM</td>
<td>£9.30</td>
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Total: £1,522.62

Claim details continued on page 2
Claim details continued

### Staffing Allowance claims

<table>
<thead>
<tr>
<th>Suppliers</th>
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<td>£ : p</td>
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<tr>
<td>Item 9</td>
<td>£ : p</td>
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**Total** £ : p

### Office use only

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### 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**

04.09.06

### Data protection

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### Send your completed form to

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<td></td>
<td></td>
</tr>
<tr>
<td>RM</td>
<td>Meter 1 Reading on 15/07/06</td>
<td>88588</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RM</td>
<td>Excess Copies</td>
<td>11230</td>
<td></td>
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</tr>
<tr>
<td>RM</td>
<td>Meter 2 Reading on 15/04/06</td>
<td>126547</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RM</td>
<td>Meter 2 Reading on 15/07/06</td>
<td>149531</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RM</td>
<td>Excess Copies</td>
<td>22884</td>
<td></td>
<td>2.563p</td>
<td>586.52</td>
</tr>
</tbody>
</table>

Vat Analysis (GBP)

<table>
<thead>
<tr>
<th>1</th>
<th>17.50%</th>
<th>647.05</th>
<th>113.23</th>
</tr>
</thead>
</table>

Goods | 647.05 |
Vat  | 113.23 |
Total | 760.28 |

FOR TERMS OF PAYMENT SEE SERVICE CONTRACT
Date
17 August 2006

If you have a query please see reverse for our contact details.

BT Commitment

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost of calls</td>
<td>£ 42.89</td>
</tr>
<tr>
<td>Package benefits</td>
<td>£ 0.00</td>
</tr>
<tr>
<td>BT Commitment</td>
<td>£ 0.00</td>
</tr>
<tr>
<td>Service charges</td>
<td>£ 41.15</td>
</tr>
<tr>
<td>VAT</td>
<td>£ 14.70</td>
</tr>
</tbody>
</table>

**Total now due**  
£ 98.74

Please make sure we receive the total now due by 28 August 2006.
Dear Madam,

RE: PAYMENT DEMAND

Despite our previous reminder your agreement remains in arrears, as such you are in breach of your contract. Please forward immediate payment of the arrears shown above by return of post.

If your records indicate that you have recently processed payment then please ignore this letter.

Yours faithfully,

SIEMENS FINANCIAL SERVICES LTD

Arrears Summary

Agreement  Amount

£304.88
SANTOS CLEANING SERVICES

To: BUDGET

Date: 1.09.2006

Amount: £ 224.00
Incidental Expenses Provision
Member’s reimbursement form

15 AUG 2006

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, see Green Book section 5.
■ If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name
BRIDEST PRAKITCH

in CAPITAL LETTERS

Constituency
LEWISHAM EAST

Office use only

Cost/Cat 2

Claim details

Please ensure

■ your claim totals more than £100
■ you provide journey details of all taxi journeys
■ you attach all receipts or invoices for items of £250 and above
■ any claims for petty cash do not exceed £250 per month.

You can only claim for

■ costs you have actually paid
■ office and surgery accommodation, equipment and supplies, work commissioned, communication and travel.

Period of claim

from 31/07/06
to 14/10/06

Allowance year

06/07

Description of service or goods

Amount

Item 1
Abrasos Ashton
£ 102 : 87 p

Item 2
Office sundries
£ 97 : 50 p

Item 3

£ : p

Item 4

£ : p

Item 5

£ : p

Item 6

£ : p

Item 7

£ : p

Item 8

£ : p

Item 9

£ : p

Item 10

£ : p

Total
£ 201 : 31 p

continued on page 2
Authorisation and declaration

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

Signature  [Signature]

MP  [MP]

Date  16/08/06

Data protection

The House of Commons Administration will process the information you provide on this form for the purpose of administering and accounting for Members' Estimates, making payments and keeping records in accordance with the rules agreed by the House of Commons and the Inland Revenue. 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.

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Send your completed form to:
Validation Team, Operations Directorate,
Department of Finance & Administration, House of Commons, London SW1A 0AA

<table>
<thead>
<tr>
<th>Office use only</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Validation</strong></td>
</tr>
<tr>
<td>Claims received</td>
</tr>
<tr>
<td>Signature check</td>
</tr>
<tr>
<td>Funds check</td>
</tr>
<tr>
<td>Allowable expenditure</td>
</tr>
<tr>
<td>Member Res ID &amp; Costs</td>
</tr>
<tr>
<td>Ext type/Cat 5 &amp; subcats added to form</td>
</tr>
<tr>
<td>Receipts/documentation present</td>
</tr>
<tr>
<td>Processing</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Input subcats per Cat 5</th>
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</thead>
<tbody>
<tr>
<td>£ 281.31</td>
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</tr>
<tr>
<td>£</td>
</tr>
<tr>
<td>£</td>
</tr>
<tr>
<td>£</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Blank]</td>
</tr>
</tbody>
</table>
Incidental Expenses Provision/Staffing 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, see Green Book section 5.13.1.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS
BRENDAN PRENTICE MP

Constituency
LEWISHAM EAST

Office use only
Cost: _______________________
Supp/Reqs ID: _______________________

Claim details

Please ensure
- your claim totals more than £100 - this will enable us to process your claim more promptly
- any claims for petty cash do not exceed £250 per month
- you attach all supplier invoices.

You must specify
- the Incidental Expenses Provision for costs that include office and surgery accommodation, equipment and supplies, communication and travel.

You can specify
- the Incidental Expenses Provision or the Staffing Allowance for costs that include work commissioned or bought in services.

Date of claim: 20/07/2006
Allowance year: 2006/2007

Incidental Expenses Provision claims

<table>
<thead>
<tr>
<th>Item</th>
<th>Suppliers</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item 1</td>
<td>LEWISHAM EAST LABOUR PARTY</td>
<td>£207.00</td>
</tr>
<tr>
<td>Item 2</td>
<td>Banner Business Supplies</td>
<td>£24.30</td>
</tr>
<tr>
<td>Item 3</td>
<td>UNITFIRST PRESS LIMITED</td>
<td>£329.00</td>
</tr>
<tr>
<td>Item 4</td>
<td>LEWISHAM EAST LABOUR PARTY</td>
<td>£210.50</td>
</tr>
<tr>
<td>Item 5</td>
<td>E SANTOS CLEANING</td>
<td>£64.00</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>£835.80</td>
</tr>
</tbody>
</table>
Claim details continued

<table>
<thead>
<tr>
<th>Suppliers</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item 6</td>
<td>£ : p</td>
</tr>
<tr>
<td>Item 7</td>
<td>£ : p</td>
</tr>
<tr>
<td>Item 8</td>
<td>£ : p</td>
</tr>
<tr>
<td>Item 9</td>
<td>£ : p</td>
</tr>
</tbody>
</table>

Total: £ : p

Office use only

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 02/06/1004

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

<table>
<thead>
<tr>
<th>Validation</th>
<th>Initials</th>
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<tr>
<td>Claims received</td>
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<td>Funds check</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Processing Input</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please use margin for comments
Lewisham East Labour Party

INVOICE

To: Bridget Prentice MP

In respect of office cleaning expenses incurred by the CLP

Amount: £208.00

Date: 1st August 2006

Signed: [signature]

[Redacted text]

Account
<table>
<thead>
<tr>
<th>Line</th>
<th>Line Ref.</th>
<th>Product Code</th>
<th>Product Description</th>
<th>Quantity</th>
<th>U.O.M.</th>
<th>Unit Price</th>
<th>Tax Date</th>
<th>Rate</th>
<th>VAT Excl</th>
<th>VAT Rate</th>
<th>VAT Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>0986970</td>
<td>MAXELL DVD+RW 4.7Gb SPindle 4X</td>
<td>1 PACK10</td>
<td>20.68</td>
<td>000</td>
<td>17/07/06</td>
<td>20.68</td>
<td>17.50</td>
<td>3.62</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**V.A.T. Summary**

<table>
<thead>
<tr>
<th>Rate</th>
<th>Taxable Sum</th>
<th>V.A.T. Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>17.50</td>
<td>20.68</td>
<td>3.62</td>
</tr>
</tbody>
</table>

**Settlement**

| Discount Terms | None |

**VAT Registration**

**Sales Order Total (VAT excl)**: 20.68

**Invoice Goods**: 20.68

**Invoice V.A.T.**: 3.62

**Invoice Total**: 24.30

15/08/2006

**Please return the slip**

from final page of invoice with your payment by
Lewisham East Labour Party

INVOICE

To: Bridget Prentice MP

In respect of expenses to (intern)

Amount: £210.50

Date: 1st August 2006

Signed...
<table>
<thead>
<tr>
<th>Job No.</th>
<th>Quantity</th>
<th>Details</th>
<th>Unit Price</th>
<th>Net Amount</th>
<th>VAT Rate</th>
<th>VAT</th>
</tr>
</thead>
<tbody>
<tr>
<td>29446</td>
<td>1000</td>
<td>18th Birthday Cards 4pp A5 + Envelope</td>
<td>280.00</td>
<td>280.00</td>
<td>17.50</td>
<td>49.00</td>
</tr>
</tbody>
</table>

Subtotal: 329.00
SANTOS CLEANING SERVICES

To: BUDGET PRENTICE MP

Date: 29/07/2006

Amount: £64.00
Incidental Expenses Provision/Staffing 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, see Green Book section 5.13.1.
■ If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name
BRIDGET PRENTICE MP

Constituency
LEWISHAM EAST

Claim details

Please ensure
■ your claim totals more than £100 – this will enable us to process your claim more promptly
■ any claims for petty cash do not exceed £250 per month
■ you attach all supplier invoices.

You must specify
■ the Incidental Expenses Provision for costs that include office and surgery accommodation, equipment and supplies, communication and travel.

You can specify
■ the Incidental Expenses Provision or the Staffing Allowance for costs that include work commissioned or bought in services.

Date of claim
14/07/2006

Allowance year
2006/2007 (EXCEPT ITEMS 2 & 3: SEE ENCLOSED NOTE)

Incidental Expenses Provision claims

<table>
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<th>Suppliers</th>
<th>Amount</th>
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<tbody>
<tr>
<td>£45 : 00 p</td>
<td></td>
</tr>
<tr>
<td>£884 : 83 p</td>
<td></td>
</tr>
<tr>
<td>£2336 : 05 p</td>
<td></td>
</tr>
<tr>
<td>£46 : 50 p</td>
<td></td>
</tr>
<tr>
<td>£81 : 34 p</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>£3413 : 72 p</td>
</tr>
</tbody>
</table>

Office use only

Allow or A/c code | Supplier ID | Exp/ Cat 5 |

Claim details continued on page 2
### Claim details continued

#### Staffing Allowance claims

<table>
<thead>
<tr>
<th>Item</th>
<th>Suppliers</th>
<th>Amount</th>
<th>Office use only</th>
</tr>
</thead>
<tbody>
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<td></td>
<td>£</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td>£</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
<td>£</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td></td>
<td>£</td>
<td></td>
</tr>
</tbody>
</table>

Total: £

#### 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**

[Signature]

**MP**

**Date**

14 10 2006

---

### Data protection

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---

### Send your completed form to

**Office use only**

- Validation:  
  - Initials: 
  - Date: 
- Claims received:  
  - Initials: 
  - Date: 
- Signature check:  
  - Initials: 
  - Date: 
- Funds check:  
  - Initials: 
  - Date: 
- Allowable expenditure:  
  - Initials: 
  - Date: 

**Validation**

- Member ID added to form:  
  - Initials: 
  - Date: 
- Payment codes added to form:  
  - Initials: 
  - Date: 
- Receipts/documentation present:  
  - Initials: 
  - Date: 
- Processing input:  
  - Initials: 
  - Date: 

Please use margin for comments.
GOLDSMITHS COMMUNITY ASSOCIATION

9th June 2006

To: Bridget Prentice MP (Lewisham East)

INVOICE

To: Contribution to use of premises and facilities
   MP's Surgery

Period:
April - June 2006
3 sessions @ £15.00

£45.00

Total due by return

£45.00
<table>
<thead>
<tr>
<th>Quantity</th>
<th>Details</th>
<th>Unit Price</th>
<th>Net Amount</th>
<th>VAT Rate</th>
<th>VAT</th>
</tr>
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<tbody>
<tr>
<td>1.00</td>
<td>Martin Yale1601 folding machine</td>
<td>753.05</td>
<td>753.05</td>
<td>17.50</td>
<td>131.78</td>
</tr>
</tbody>
</table>

Ordered by: [Signature]

| Total Net Amount | 753.05 |
| Carriage Net     | 0.00   |
| Total VAT Amount  | 131.78 |
| Invoice Total     | 884.83 |
Legal Support Services

Date/tax point: 30 June 2006
Our Ref: [redacted]
Payment terms: 14 Days
Your Ref: [redacted]
Date Requested: 03/07/2006
Addressee: [redacted]

Bridget Prentice MP

- A4 b & w scanning and conversion to PDF: 1632.32
  @ 0.08 per scan
- CD creation: 15.00
  @ 15.00 per each
- Courier - van delivery: 50.00
  @ 25.00 per deli
- Courier - bike delivery: 12.50
  @ 12.50 per deli
- Create master CD: 30.00
  @ 30.00 per each
- Renaming images: 248.30
  @ 0.10 per pdf

Total: 1988.12
VAT: 347.93
Grand Total: 2336.05
Invoice

Invoice To:
Bridget Prentice MP

Charge To:
Bridget Prentice MP

Delivered To:
Bridget Prentice MP

Customer Services
Telephone No:
Fax No:

Sales Order No:

----------

<table>
<thead>
<tr>
<th>Line No.</th>
<th>Line Ref.</th>
<th>Product Code</th>
<th>Product Description</th>
<th>Quantity</th>
<th>U.O.M.</th>
<th>Unit Price</th>
<th>Tax Date</th>
<th>Line Total VAT</th>
<th>Excl VAT Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>0340315</td>
<td></td>
<td>BT DIGOR 425 TEL ANSWER MACHINE CH</td>
<td>1 EACH</td>
<td></td>
<td>26.6700</td>
<td>26/05/06</td>
<td>26.67</td>
<td>17.50</td>
</tr>
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V.A.T. Summary

Rate      Taxable Sum  V.A.T. Amount
17.50     26.67        4.67

VAT Registration

Settlement Discount Terms: None

Sales Order Total (VAT excl) 26.67

INVOICE GOODS 26.67
INVOICE V.A.T. 4.67
INVOICE TOTAL 31.34

Banner Business Supplies Ltd

Payment Slip

Please see reverse for terms of business and how to pay.

Acc. No.: 
Inv. No.: 
Inv. Date: 27/05/2006
Amt. Due: 31.34

Please return the slip from final page of invoice with your payment by.

24/06/2006
<table>
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<tr>
<th>Date</th>
<th>Doc Ref</th>
<th>Reference</th>
<th>Due Date</th>
<th>Q</th>
<th>Debit</th>
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<tr>
<td>06/06/2006</td>
<td></td>
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<td>14/07/2006</td>
<td>59.00</td>
<td></td>
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<td>59.00</td>
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<tr>
<td>22/06/2006</td>
<td></td>
<td></td>
<td>14/07/2006</td>
<td>57.50</td>
<td></td>
<td></td>
<td>116.50</td>
</tr>
</tbody>
</table>

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

**Total due:** £116.50

**Overdue Analysis**

<table>
<thead>
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<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Current</td>
<td>116.50</td>
</tr>
<tr>
<td>1 - 30 Days</td>
<td>0.00</td>
</tr>
<tr>
<td>31 - 60 Days</td>
<td>0.00</td>
</tr>
<tr>
<td>61 - 90 Days</td>
<td>0.00</td>
</tr>
<tr>
<td>Over 90 days</td>
<td>0.00</td>
</tr>
</tbody>
</table>

**Total due:** £116.50
# Invoice

**Invoice To:**
Bridget Prentice MP

**Charge To:**
Bridget Prentice MP

**Delivered To:**

**Customer Services**

**Order Date:**
08/05/2006

**Acc. No.:**

**C.A.R.:**

**Page 1 Of 1 Date:**
09/05/2006

**Order No.:**

**Invoice No.:**

**Payment Slip:**

Please see reverse for terms of business and how to pay

**Sales Order No.:**

**Inv. No.:**

**Inv. Date:**
09/05/2006

**Acc. No.:**

**Amt. Due:**
49.74

---

<table>
<thead>
<tr>
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<th>Line Ref.</th>
<th>Product Code</th>
<th>Product Description</th>
<th>Quantity</th>
<th>U.O.M</th>
<th>Unit Price</th>
<th>Tax Date</th>
<th>Line VAT excl.</th>
<th>VAT Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>0510139</td>
<td>RAPESCO PERFORATOR ZERO 20SHT SLICE</td>
<td>1 EACH</td>
<td>4.0300</td>
<td>08/05/06</td>
<td>4.03</td>
<td>17.50</td>
<td>0.71</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>0999092</td>
<td>RAPESCO ZERO 420 PUNCH 61 LEAF</td>
<td>1 PACK</td>
<td>16.7900</td>
<td>08/05/06</td>
<td>16.79</td>
<td>17.50</td>
<td>2.77</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>0986328</td>
<td>EPSON 100X150 PREM GLOSS PHOTO PAPR</td>
<td>1 PACK</td>
<td>7.4000</td>
<td>08/05/06</td>
<td>7.40</td>
<td>17.50</td>
<td>1.30</td>
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**V.A.T. Summary**

<table>
<thead>
<tr>
<th>Rate</th>
<th>Taxable Sum</th>
<th>V.A.T. Amount</th>
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<tbody>
<tr>
<td>17.50</td>
<td>42.32</td>
<td>7.42</td>
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**V.A.T. Registration:**

**Settlement Discount Terms:**
None

**Sales Order Total (VAT excl.):**
42.32

**INVOICE GOODS:**
42.32

**INVOICE V.A.T.:**
7.42

**INVOICE TOTAL:**
49.74

---

**Banner**

*world-class office products*

---

*Please return the slip from final page of invoice with your payment by 06/06/2006*
**Invoice**

**Invoice To:**
Bridget Prentice MP

**Date:** 09/05/2006

**Order No.:**

**C.A.R.:**

**Charge To:**
Bridget Prentice MP

**Customer Services**

**Telephone No.:**

**Fax No.:**

**Delivered To:**
Bridget Prentice MP

**Sales Order No.:**

**Page 1 Of 1**

<table>
<thead>
<tr>
<th>Line Ref. No.</th>
<th>Product Code</th>
<th>Product Description</th>
<th>Quantity</th>
<th>U.O.M</th>
<th>Unit Price</th>
<th>Tax Rate</th>
<th>Line Total VAT excl</th>
<th>Line VAT</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>6006147</td>
<td>HP OFFICEJET 6210 MULTIFUNCTION</td>
<td>1 EACH</td>
<td></td>
<td>185.0000</td>
<td>0.20</td>
<td>185.00</td>
<td>19.50</td>
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**V.A.T. Summary**

<table>
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</thead>
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<tr>
<td>17.50</td>
<td>185.00</td>
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</tr>
</tbody>
</table>

**VAT Registration:** [Redacted]

**Settlement:** None

**Discount Terms:**

---

**PAYMENT SLIP**

Please see reverse for terms of business and how to pay

**Acc. No.:**

**Inv. No.:**

**Order Date:** 04/05/2006

**Inv. Date:** 09/05/2006

**Amt. Due:** 217.38

---

**Please return the slip**

from final page of invoice with your payment by

---

**06/06/2006**
Incidental Expenses Provision/Staffing 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 filing in this form
- For details of costs you can claim for, see Green Book section 5.13.1.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name
BRIDGET PRENTICE

Constituency
LEWISHAM EAST

Claim details

Please ensure
- your claim totals more than £100 – this will enable us to process your claim more promptly
- any claims for petty cash do not exceed £250 per month
- you attach all supplier invoices.

You must specify
- the incidental Expenses Provision for costs that include office and surgery accommodation, equipment and supplies, communication and travel.

You can specify
- the incidental Expenses Provision or the Staffing Allowance for costs that include work commissioned or bought in services.

Date of claim
02/01/06

Allowance year

Incidental Expenses Provision claims

<table>
<thead>
<tr>
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<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
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<td>£413.47</td>
</tr>
<tr>
<td>06/07</td>
<td>£479.68</td>
</tr>
<tr>
<td>06/07 Banners</td>
<td>£17.38</td>
</tr>
<tr>
<td>06/07 BANNER</td>
<td>£49.74</td>
</tr>
<tr>
<td>Item 5</td>
<td></td>
</tr>
<tr>
<td></td>
<td>£</td>
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Total
£1160.27
Claim details continued

**Staffing Allowance claims**

<table>
<thead>
<tr>
<th>Suppliers</th>
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<td></td>
</tr>
<tr>
<td>Item 8</td>
<td>£</td>
<td></td>
</tr>
<tr>
<td>Item 9</td>
<td>£</td>
<td></td>
</tr>
</tbody>
</table>

**Total** £        

**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** 23/05/06

---

**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 Inland Revenue. 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**

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<thead>
<tr>
<th>Validation</th>
<th>Initials</th>
<th>Date</th>
</tr>
</thead>
<tbody>
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<td></td>
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</tr>
<tr>
<td>Signature check</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Funds check</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Allowable expenditure</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
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<td>Payment codes added to form</td>
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</tr>
<tr>
<td>Receipts documentation present</td>
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<tr>
<td>Input</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please use margin for comments
# Invoice

**Invoice Address**

**BRIDGET PRENTICE**

**Delivery Address**

**INVOICE**

<table>
<thead>
<tr>
<th>Customer reference</th>
<th>Account</th>
<th>Our Ref</th>
<th>Page</th>
<th>Date</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>1</td>
<td>31/01/06</td>
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<table>
<thead>
<tr>
<th>Stock code</th>
<th>Description</th>
<th>Qty</th>
<th>Unit</th>
<th>Unit Price</th>
<th>Amount (GBP)</th>
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</thead>
<tbody>
<tr>
<td>RM</td>
<td>Model: AF1224C AFICIO 1224C Serial Number: 2546400929 Meter 1 Reading on 15/10/05 52622 Meter 1 Reading on 15/01/06 57000 Copies Used 4378 Excess Copies 4378</td>
<td>52622</td>
<td>0.539p</td>
<td>23.60</td>
<td></td>
</tr>
<tr>
<td>RM</td>
<td>Meter 2 Reading on 15/10/05 102191 Meter 2 Reading on 15/01/06 115000 Copies Used 12809 Excess Copies 12809</td>
<td>102191</td>
<td>2.563p</td>
<td>328.29</td>
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**Vat Analysis (GBP)**

<table>
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<th>Item</th>
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<tbody>
<tr>
<td>1</td>
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<tr>
<td></td>
<td>351.89</td>
</tr>
<tr>
<td></td>
<td>61.58</td>
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</tbody>
</table>

**30 MAY 2006**

**Goods** 351.89

**Vat** 61.58

**Total** 413.47

FOR TERMS OF PAYMENT SEE SERVICE CONTRACT
## INVOICE

### Customer reference: [Redacted]  
### Account: [Redacted]  
### Our Ref: [Redacted]  
### Page: 1  
### Date: 26/04/06  
### Number: [Redacted]

<table>
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<th>Unit Price</th>
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</tr>
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### Vat Analysis (GBP)

<p>| | | | |</p>
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<tbody>
<tr>
<td>1</td>
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<td>71.44</td>
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### Total

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<tbody>
<tr>
<td>Goods</td>
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<tr>
<td>Vat</td>
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<td>Total</td>
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**FOR TERMS OF PAYMENT SEE SERVICE CONTRACT**
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<td>05/05/2006</td>
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</table>

The items listed are outstanding on your account. Payment is awaited, also if appropriate your instructions for use of any credit items. Please ignore items under query or paid within the last 10 days.

Total: 1074.52
Incidental Expenses Provision/Staffing 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, see Green Book section 5.13.1.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name
BRIDGET PRENTICE

Constituency
LEWISHAM EAST

Office use only
Cost/Cat 2
Supp/Res ID

25 MAY 2006

Claim details

Please ensure
- your claim totals more than £100 - this will enable us to process your claim more promptly
- any claims for petty cash do not exceed £250 per month
- you attach all supplier invoices.

You must specify
- the Incidental Expenses Provision for costs that include office accommodation, equipment and supplies, community

You can specify
- the Incidental Expenses Provision or the Staffing Allowance, include work commissioned or bought in services.

Date of claim
17/05/06

Allowance year
05/06 - 06/07

Incidental Expenses Provision claims

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<th>Amount</th>
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<td>£18.12</td>
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<tr>
<td>BANNER</td>
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<td>BANNER</td>
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<td>BANNER</td>
<td>£61.03</td>
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Claim last updated: 25/05/06
Claim details continued

Staffing Allowance claims

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<tbody>
<tr>
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<td>Item 7</td>
<td>£      : p</td>
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<td>£      : p</td>
</tr>
<tr>
<td>Item 9</td>
<td>£      : p</td>
</tr>
</tbody>
</table>

Total: £ : 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: 17/05/06

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 Inland Revenue. 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 SW1A 0AA.
# Invoice

**Invoice To:**
Bridget Prentice MP

**Order Date:** 04/05/2006

**Delivered To:**
Bridget Prentice MP

---

## Charge To:

- **Customer Services**
- **Telephone No.:**
- **Fax No.:**
- **Banner Business Supplies Ltd**

---

## Payment Slip

Please see reverse for terms of business and how to pay

**Acc. No.:**

**Inv. No.:**

**Inv. Date:** 05/05/2006

**Amt. Due:** 738.74

---

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<th>Product Description</th>
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<th>Tax Date</th>
<th>Total VAT excl</th>
<th>V.A.T. Rate</th>
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<td>0030111</td>
<td>RAPESCO RING BINDERS A4 20mm ASSMD</td>
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<td>10.9600</td>
<td>04/05/06</td>
<td>21.06</td>
<td>17.50</td>
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<td>2</td>
<td>9198022</td>
<td>0030112</td>
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<td>5.6900</td>
<td>04/05/06</td>
<td>11.38</td>
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<td>1 PKCT</td>
<td>5.6900</td>
<td>04/05/06</td>
<td>11.38</td>
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<td>4</td>
<td>9250101</td>
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<td>BANNER ERASER TIP NATURAL PENCIL HB</td>
<td>1 BOX/12</td>
<td>1.4600</td>
<td>04/05/06</td>
<td>2.88</td>
<td>17.50</td>
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**V.A.T. Summary**

<table>
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<th>Taxable Sum</th>
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<tbody>
<tr>
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**Settlement Discount Terms:**

**VAT Registration:**

**Sales Order Total (VAT excl):** 32.96

**INVOICE GOODS:** 32.96

**INVOICE V.A.T.:** 5.78

**INVOICE TOTAL:** 38.74

---

Banner

world-class office products

---

Please return the slip from final page of invoice with your payment by

02/06/2006
## Invoice

**Invoice No.**

Charge To: Bridget Prentice MP

Delivered To: Bridget Prentice MP

Banner Business Supplies Ltd

Customer Services
Telephone No: [Blank]
Fax No: [Blank]

Page 1 of 1 Date 05/05/2006

Acc. No: [Blank]
Order: [Blank]
C.A.R: [Blank]

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<th>Line Ref. No.</th>
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<th>Quantity</th>
<th>Unit Price</th>
<th>Tax Date</th>
<th>Amount</th>
<th>Total VAT</th>
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<th>VAT Rate</th>
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<td>1 EACH</td>
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<td>72.45</td>
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<td>0000210</td>
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<td>icious TWO TONE SLIDING PORT FLDR AS</td>
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**V.A.T. Summary**

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<tr>
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<th>V.A.T. Amount</th>
</tr>
</thead>
</table>
| 17.50| 465.93      | 81.54         | VAT Registration: [Blank]

**Settlement**

Discount Terms: [Blank]

**Sales Order Total (VAT excl)**

<table>
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<td>81.54</td>
</tr>
<tr>
<td>INVOICE TOTAL</td>
<td>547.47</td>
</tr>
</tbody>
</table>

**Please return the slip from final page of invoice with your payment by**

02/06/2006
### Invoice

**Invoice No.:** [Redacted]

**Invoice To:**
Bridget Prentice MP

**Charge To:**
Bridget Prentice MP

**Page:** 1 of 1  
**Date:** 25/04/2006

**Acc. No.**
[Redacted]

**Order Date:** 19/04/2006

**C.A.R.**
[Redacted]

**Delivered To:**
[Redacted]

**Customer Services**

**Telephone No.:** [Redacted]

**Fax No.:** [Redacted]

**Sales Order No.:** [Redacted]

---

<table>
<thead>
<tr>
<th>Line</th>
<th>Line Ref.</th>
<th>Product Code</th>
<th>Product Description</th>
<th>Quantity</th>
<th>U.O.M.</th>
<th>Unit Price</th>
<th>Tax Date</th>
<th>Line Total</th>
<th>VAT excl</th>
<th>VAT Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>0985323</td>
<td>92800009</td>
<td>3D OPTICAL WHEEL HOUSE</td>
<td>1 EACH</td>
<td></td>
<td>14.93</td>
<td>24/04/06</td>
<td>14.93</td>
<td>17.50</td>
<td>2.61</td>
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<td>2</td>
<td></td>
<td></td>
<td>BANNER LARGE PLAIN PAPERCLIP</td>
<td>1 BX1000</td>
<td></td>
<td>0.49</td>
<td>20/04/06</td>
<td>0.49</td>
<td>17.50</td>
<td>0.09</td>
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**V.A.T. Summary**

<table>
<thead>
<tr>
<th>Rate</th>
<th>Taxable Sum</th>
<th>V.A.T. Amount</th>
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</thead>
<tbody>
<tr>
<td>17.50</td>
<td>15.42</td>
<td>2.70</td>
</tr>
</tbody>
</table>

**VAT Registration:** [Redacted]

**Settlement Discount Terms:** None

**Sales Order Total (VAT excl):** 15.42

**INVOICE GOODS:** 15.42

**INVOICE V.A.T.:** 2.70

**INVOICE TOTAL:** 18.12

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**Please return the slip from final page of invoice with your payment by**

**Acc. No.:** [Redacted]

**Inv. No.:** [Redacted]

**Inv. Date: 25/04/2006**

**Amt. Due: 18.12**

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23/05/2006