



FINANCE & ADMINISTRATION HOUSE OF COMMONS

# Communications Allowance Direct payment of suppliers

Comms2

page 1 of 2

2008

**When to use this form**

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

ED

**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

CHRIS MOLE

Constituency

IPSWICH

Office use only

Cost: [REDACTED]

## Claim details

You can only request  
Please ensure

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

Period of claim

from 31/03/08 to 31/03/08

Allowance year

07/08 ✓

Suppliers

Amount

Suffolk Labour Print

£ 870.00 ✓

£ : P

£ : P

£ : P

£ : P

£ : P

£ : P

£ : P

£ 870.00 ✓

Office use only

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

## Authorisation and declaration

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

Signature

[REDACTED]

MP

Date

4-4-2008

**Data protection**

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

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**Send your completed form to**

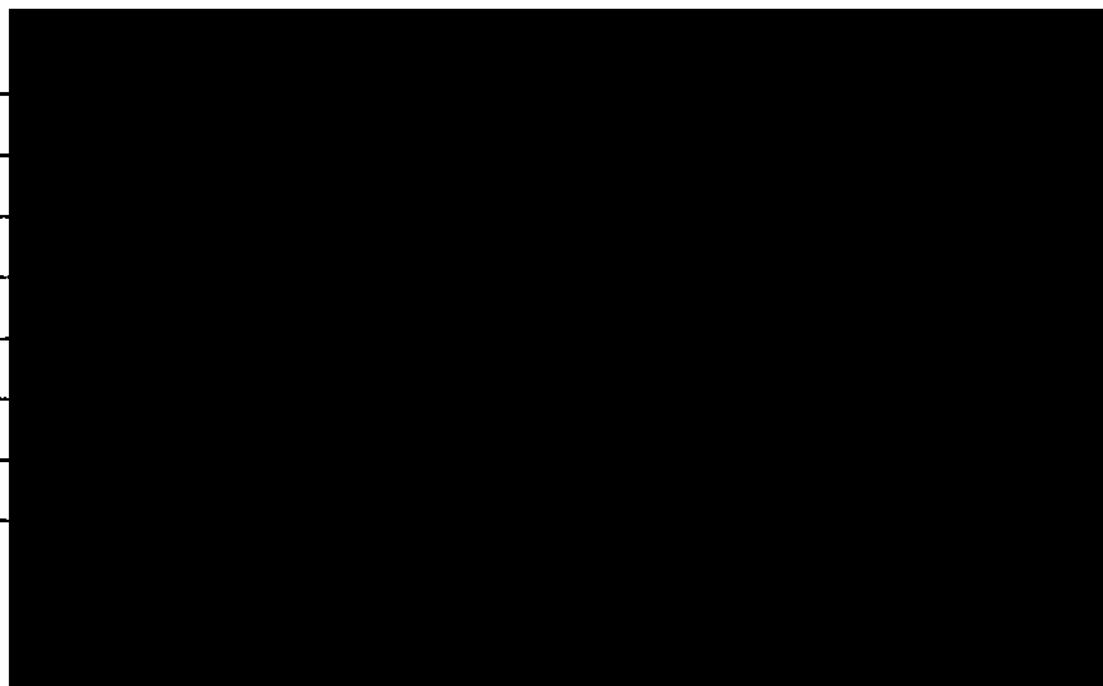
Validation Team, Operations Directorate,  
Department of Finance & Administration, House of Commons, London SW1AA

**Office use only**

**Initials / Date**

Validation completed

**Comments**



# Suffolk Labour Print



Chris Mole MP



## Invoice

### Printing

Direct mail letters to accompany new year calendar mailing:  
25,000 @ £30 per thousand:

£750.00

February report: 2000 @ £20 per thousand:

£40.00

March report: 2000 @ £20 per thousand:

£40.00

Budget report: 2000 @ £20 per thousand:

£40.00

Total:

£870.00





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

07 APR 2008  
Comms2  
page 1 of 2

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**Your details**

Name  
in CAPITAL LETTERS

CHRIS MOLE

Constituency

IPSWICH

|                 |       |  |
|-----------------|-------|--|
| 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 31/03/08 to 31/03/08

Allowance year

07/08 ✓

Suppliers

Amount

|                        |                          |
|------------------------|--------------------------|
| Public Impact printing | £ 3084.00 <sup>p</sup> ✓ |
|                        | £ : P                    |
|                        | £ : P                    |
|                        | £ : P                    |
|                        | £ : P                    |
|                        | £ : P                    |
|                        | £ : P                    |
|                        | £ : P                    |
|                        | £ : P                    |
|                        | £ 3084.00                |

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

**Authorisation and declaration**

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

Signature

[Redacted Signature]

MP

Date

4-4-08

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**Send your completed form to**

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

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**Office use only**

Initials / Date

Validation completed

**Comments**

RECEIVED

RECEIVED - 4 APR 2008

WESTMINSTER

**Invoice**

Page 1

Chris Mole MP

Invoice No. [REDACTED]

Invoice/Tax Date

28/03/2008

Cust. Order No.

Account Ref. [REDACTED]

**Quantity Details**

|   | <b>Unit Price</b> | <b>Net</b> | <b>VAT Rate</b> | <b>VAT</b> |
|---|-------------------|------------|-----------------|------------|
| 1.00 Printing of 45K A4 4pp Parliamentary Report Leaflets | 2,685.00          | 2,685.00   | 0.00            | 0.00       |
| 1.00 10K A4 Roving Surgery leaflets                       | 399.00            | 399.00     | 0.00            | 0.00       |

**Total Net Amount 3,084.00**

**Total VAT Amount 0.00**

**Invoice Total 3,084.00**

**Invoice Terms: 30 Days**



Communications Allowance  
Direct payment of suppliers

VALIDATION Comms2

page 1 of 2

13 DEC 2007

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Your details

Name in CAPITAL LETTERS

CHRIS MOLE

Constituency

IPSWICH

Office use only Cost: [REDACTED]

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 06/12/07 to 06/12/07 Allowance year 07/08

| Suppliers     | Amount       |
|---------------|--------------|
| Public Impact | £ 819 : 91 p |
|               | £ : p        |
|               | £ : p        |
|               | £ : p        |
|               | £ : p        |
|               | £ : p        |
|               | £ : p        |
|               | £ : p        |

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

Authorisation and declaration

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

Signature

[REDACTED]

MP

Date

7.12.2007

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Send your completed  
form to

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

**Office use only**

Initials / Data

Validation  
completed

Comments

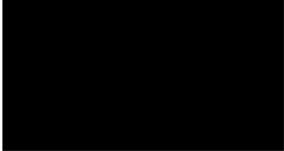


RECEIVED

RECEIVED - 3 DEC 2007

**Invoice**

Chris Mole MP



Invoice No.

Invoice/Tax Date

14/11/2007

Cust. Order No.

Account Ref.

**Quantity Details**

|  | <b>Disc%</b> | <b>Disc Amount</b> | <b>Net</b> | <b>VAT Rate</b> | <b>VAT</b> |
|--|--------------|--------------------|------------|-----------------|------------|
| 1.00 Leaflets - 2008 Surgery Details 2pp DL Colour 20K | 0.00         | 0.00               | 750.00     | 0.00            | 0.00       |
| 1.00 Delivery Scale D                                  | 0.00         | 0.00               | 59.50      | 17.50           | 10.41      |

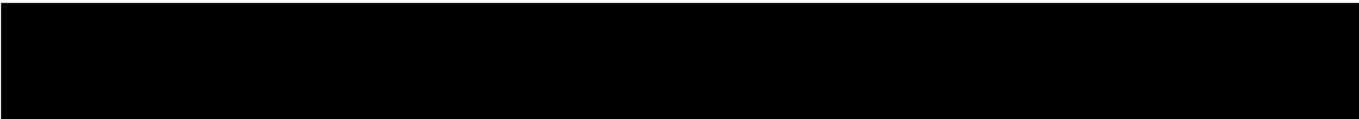


**Total Net Amount** 809.50

**Total VAT Amount** 10.41

**Invoice Terms: 30 Days**

**Invoice Total** 819.91





Communications Allowance  
Direct payment of suppliers

Comms2

page 1 of 2

VALIDATION  
17 SEP 2007  
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Your details

Name in CAPITAL LETTERS

CHRIS MOLE

Constituency

SPSWICH

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 14/09/07 to 14/09/07

Allowance year

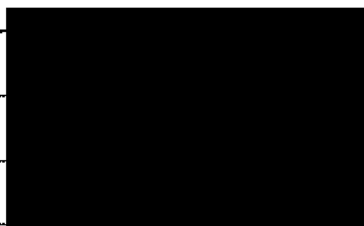
07/08

Suppliers

Amount

Calver Press (Bus. cards) £ 141.00

" (comp. slips) £ 124.55p



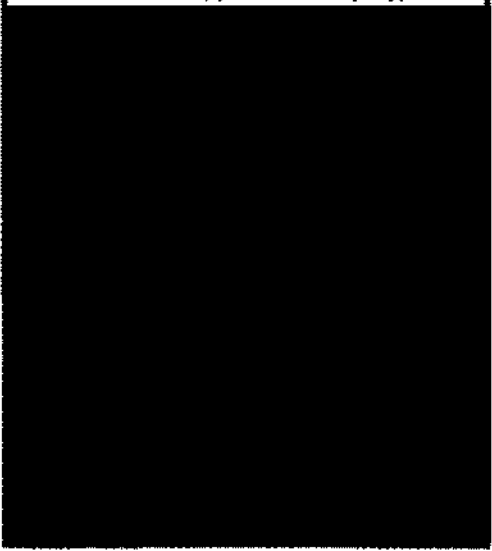
£ : p

£ : p

TOTAL 265.55

Office use only

Allow. / Supp ID / Exp.Type



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

14.9.2007

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**Send your completed form to**

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

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**Office use only**

Initials / Date

Validation  
completed**Comments**

# Invoice

RECEIVED 14 SEP 2007



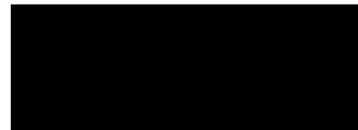
No. [REDACTED]

Date: 12/09/2007

When referring to this Invoice please quote number and date

Chris Mole  
[REDACTED]

| DESCRIPTION                                | ORDER No. | NET    | VAT           |
|--|-----------|--------|---------------|
| 800 (4 kinds) Business Cards<br>[REDACTED] |           | 120.00 | 21.00         |
| Total Net Amount                           |           |        | 120.00        |
| Total VAT Amount                           |           |        | 21.00         |
| <b>Invoice Total</b>                       |           |        | <b>141.00</b> |



# Invoice

RECEIVED 03 SEP 2007



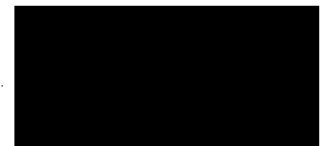
No. [REDACTED]

Date: 31/08/2007

When referring to this Invoice please quote number and date

Chris Mole  
[REDACTED]

| DESCRIPTION                                     | ORDER No. | NET    | VAT    |
|---|-----------|--------|--------|
| 2000 Overprinted Compliment Slips<br>[REDACTED] |           | 106.00 | 18.55  |
| Total Net Amount                                |           |        | 106.00 |
| Total VAT Amount                                |           |        | 18.55  |
| Invoice Total                                   |           |        | 124.55 |





Communications Allowance  
Direct payment of suppliers

Comms2

page 1 of 2

2007 NOV 5 1

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Your details

Name in CAPITAL LETTERS

CHRIS MOLE

Constituency

IPSWICH

Office use only

Costs



Claim details

You can only request  
Please ensure

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

Period of claim

from 18 / 6 / 07 to 18 / 6 / 07

Allowance year

07 / 08

Suppliers

Amount

Public Impact  
(bus cards)

£ 305.21 p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

Office use only

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



Authorisation and declaration

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

Signature



MP

Date

18.06.07

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Initials / Date

Validation  
completed**Comments**

RECEIVED 14 JUN 2007

**Invoice**

Page 1

Chris Mole MP

**Invoice No.****Invoice/Tax Date**

31/05/2007

**Cust. Order No.****Account Ref.****Quantity Details****Unit Price****Net****VAT Rate****VAT**

1.00 Printing of 5K wallet cards

240.00

240.00

17.50

42.00

1.00 Delivery

19.75

19.75

17.50

3.46

**Total Net Amount****259.75****Total VAT Amount****45.46****Invoice Terms: 30 Days****Invoice Total****305.21**