



Communications Allowance

Direct payment of suppliers

03 APR 2008

Comms2
page 1 of 2

When to use this form

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

About filling in this form

For details of costs you can claim for please refer to booklet on Communications Allowance.

If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name
in CAPITAL LETTERS

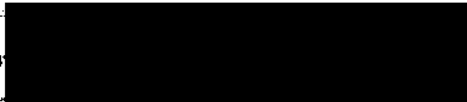
CLAIRE WARD

Constituency

WATFORD

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 01 / 03 / 08 to ___ / ___ / ___

Allowance year

07 / 08

Suppliers	Amount
PUBLIC IMPACT ^{X1}	1,620.00
_____	£ _____ p
_____	£ _____ p
_____	£ _____ p
_____	£ _____ p
_____	£ _____ p
_____	£ _____ p
_____	£ _____ p

Office use only

Allow / Supp ID / Exp Type

Authorisation and declaration

Signature



costs incurred wholly,
Parliamentary duties.

MP

Date

4

Data protection

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Send your completed
form to

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

Office use only

Initials / Date

Validation
completed

Comments

RECEIVED
31 MAR 2008

Claire Ward MP

Invoice

Page 1

Invoice No. [REDACTED]

Invoice/Tax Date

28/03/2008

Cust. Order No. [REDACTED]

Account Ref. [REDACTED]

Quantity Details

Unit Price	Net	VAT Rate	VAT
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1.00	Printing of 45K A4 2pp Parliamentary Report Leaflets
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1,620.00

1,620.00

0.00

0.00

[REDACTED]

[REDACTED]

[REDACTED]

Total Net Amount

1,620.00

Total VAT Amount

0.00

Invoice Terms: 30 Days

Invoice Total

1,620.00

[REDACTED]



Communications Allowance
Direct payment of suppliers

23 JAN 2008

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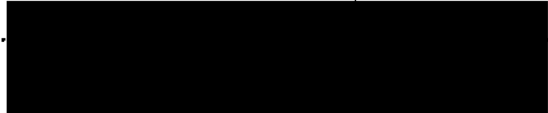
Your details

Name in CAPITAL LETTERS CLAIRE WARD
Constituency WATTFORD
Office use only **Costs** [REDACTED]

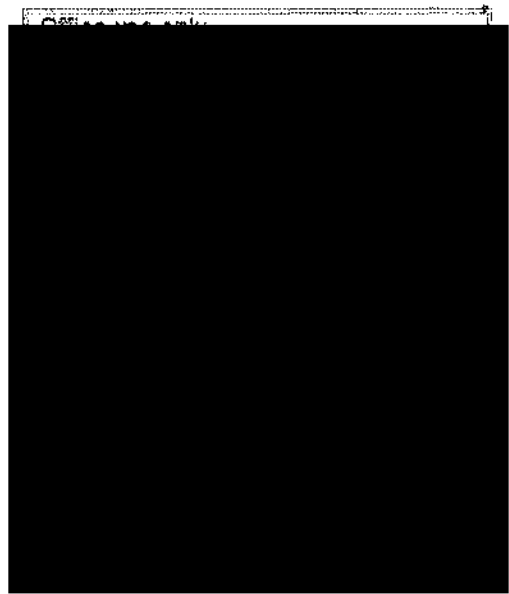
Claim details

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

Period of claim from 01/01/08 to 01/02/08 **Allowance year** 07/08



Suppliers	Amount
<u>Mailbox Nationwide</u>	<u>£1963.71 p</u>
<u>Premier Concepts</u> <u>(Surgery advertising)</u>	<u>£440.63 p</u>
_____	£ _____ p
_____	£ _____ p
_____	£ _____ p
_____	£ _____ p
_____	£ _____ p
_____	£ _____ p



Authorisation and declaration

I declare that the costs incurred wholly, exclusively for the purpose of my Parliamentary duties.
Signature [REDACTED] **MP** **Date** 22/01/08

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Send your completed form to

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

Office use only

Initials / Date

Validation completed

Comments

Mailbox Nationwide Ltd

CLAIRE WARD M.P.

Invoice Number: [REDACTED]

Your Ref: [REDACTED]

0-Jan-00

Distribution of Promotional Material

41,781

CLAIRE WARD M.P.

@ £40.00

per thousand £1,671.24

VAT @ 17.5% £292.47

Total £1,963.71




**PREMIER
CONCEPTS**

health media
& design


Claire Ward MP INV


INVOICE


Invoice Number 

Invoice date 31/12/2007

Order No.

Customer Ref. No. 

Advertising Medium	Location	Unit Price	Net Amount	VAT Amount
Information Boards	Watford General Hospital	375.00	375.00	65.63

1st of 2 instalments




Total Net Amount 375.00

Total VAT Amount 65.63

Invoice Total 440.63




FINANCE &
ADMINISTRATION
HOUSE OF COMMONS

Communications Allowance Member's reimbursement form

16 JUN 2007
16 JUN 2007

Comms1
page 1 of 2

**When to use
this form**

Use this form to ask us to reimburse you for costs you have incurred on your Parliamentary duties.

**About filling in
this form**

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

Your details

Name
in CAPITAL LETTERS

CLAIRE WARD ✓

Constituency

WATTFORD ✓

Office use of
Costs

[Redacted]

Claim details

You can only claim for

costs you have actually paid

Please ensure

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

Period of claim

from 01/10/07 to 01/11/07

Allowance year

07/08

Description of service or goods

Amount

postage stamps

£ 478.08 p

£ _____ p

£ _____ p

£ _____ p

£ _____ p

£ _____ p

£ _____ p

Total

£ 478.08 p

Authorisation and declaration

Signature

[Redacted Signature]

MP

Date

16/11/07

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

Office use only

Initials / Date

Input subtotals per Cat 5

Validation completed

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**Comments**

Clare Ward MP

Attached




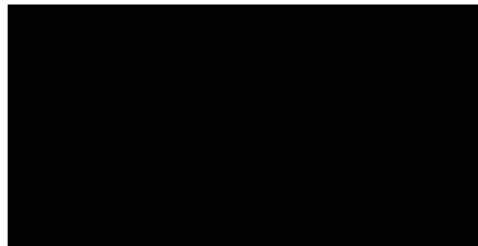
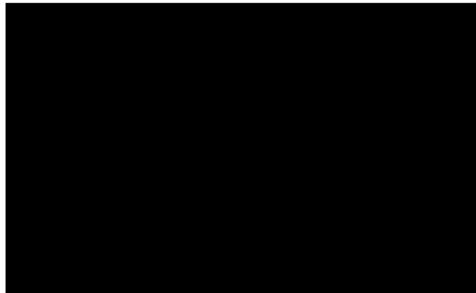
31/10/07



Post Office Ltd.
Your Receipt



S/a 2ndx100		
18 @ 24.00		432.00
SAS bk 2nd x 12		
16 @ 2.98		46.08
TOTAL DUE TO POST OFFICE		478.08
	FROM CUSTOMER	478.08
		0.00





Communications Allowance
Direct payment of suppliers

13 SEP 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

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Your details

Name in CAPITAL LETTERS

CLAIRE WARD

Constituency

WATFORD

Office use only Cost M [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 01/08/07 to 01/09/07

Allowance year

07/08

Table with 2 columns: Suppliers, Amount. Row 1: MACEVOY MAILINGS, £ 1124.91 p. Other rows are empty.

Office use only [Redacted]

Authorisation and declaration

Signature

[Redacted Signature]

incurred wholly, Parliamentary duties.

Date

12/9/07

Data protection

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Office use only

Initials / Date

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Comments

MACEVOY MAILINGS

Claire Ward MP



RECEIVED

Invoice No. [REDACTED]

Date :

01/09/07

Re : [REDACTED]

Subject :

Ref : [REDACTED]

Order No :

To Collecting, adding PPI and Preparing for Post Letters

Quantity 4916 off @ 75p per 100

£ 36.87

VAT [REDACTED]

£ 6.52

£ 43.39

POSTAGE

Inland 2nd class - 4916 off @ 22p each

£1081.52

Invoice Total [REDACTED]

£1124.91



Communications Allowance
Direct payment of suppliers

06 SEP 2007

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Your details

Name in CAPITAL LETTERS

CLAIRE WARD

Constituency

WATFORD

Office use only Costc M

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 10/08/07 to 1/1/08

Allowance year

07/08

1

Suppliers

Amount

ARRIVA

£ 1,022.25

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

Authorisation and declaration

of costs incurred wholly, by Parliamentary duties.

Signature

MP

Date

Data protection

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Department of Finance & Administration, House of Commons, London SW1AA

Office use only

Initials / Date

Validation
completed

Comments



Invoice

Invoice To

Delivery Address

OFFICE OF CLAIRE WARD MP

Invoice Number: [REDACTED]

Date: 24-AUG-07

Customer Ref:

Customer A/C Number [REDACTED]

Terms:

Due Date: [REDACTED]

LINE	DESCRIPTION	Tax	Qty	UNIT PRICE	VALUE
1	<p>Job Number [REDACTED]</p> <p>Print letterheads in one colour on cream stock. Trim and pack</p> <p>Tax Summary</p> <p>UK VAT 870.00 17.5% 152.25</p> <p style="text-align: right;">-----</p> <p style="text-align: right;">152.25</p>	17.5%	1	870.00	870.00

Net Total	870.00
VAT Total	152.25

TOTAL GBP 1,022.25



STATEMENT

To

OFFICE OF CLAIRE WARD MP:

RECEIVED

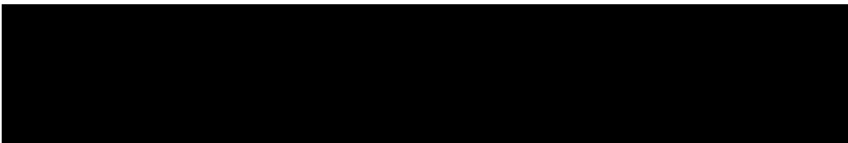
Account Number

Date: 24-AUG-07

Page: 1 of 1

DATE	REFERENCE	TYPE	DETAILS	PAY AMOUNT	APPLIED AMT	BALANCE
24-AUG-07		Invoice	<i>Print statement</i>		1,022.25	1,022.25

Current	1-30 Days	31-60 Days	61-90 Days	Over 90 Days	TOTAL BALANCE
1,022.25	0.00	0.00	0.00	0.00	GBP 1,022.25





Communications Allowance
Direct payment of suppliers

30 AUG 2007

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Your details

Name
in CAPITAL LETTERS

CLAIRE WARD

Constituency

WATFORD

Office use only Costc



Claim details

You can only request
Please ensure

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

Period of claim

from 1 / 08 / 07 to 11 / 08 / 07

Allowance year

07 / 08

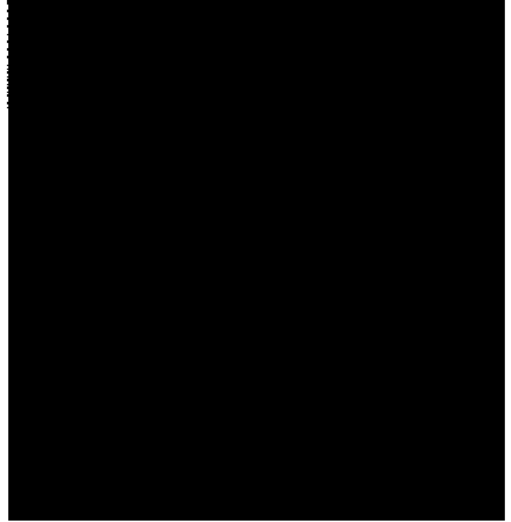
Unseen by QA 30/08/07.

Suppliers

Amount

Suppliers	Amount
Macejay Mailings	£ 1165.80 p
_____	£ _____ p
_____	£ _____ p
_____	£ _____ p
_____	£ _____ p
_____	£ _____ p
_____	£ _____ p
_____	£ _____ p

Office use only
Allow. / Supp ID / Exp.Type



Authorisation and declaration

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

Signature



MP

Date

29/08/07

Data protection

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Office use only

Initials / Date

Validation
completed

Comments

MACEVOY MAILINGS

Claire Ward MP



15 SEP 2007

Invoice No. [REDACTED]

Date :

11/08/07

Re : [REDACTED]

Subject :

Ref : [REDACTED]

Order No :

To Collecting, Adding PPI and Preparing for Post Letters

Quantity 5095 off @ 75p per 100

£ 38.21

V A T

£ 6.69

£ 44.90

POSTAGE

Inland 2nd Class – 5095 off @ 22p each

£1120.90

Invoice Total

£1165.80

