



Communications Allowance
Direct payment of suppliers

23 NOV 2007

When to use this form

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

About filling in this form

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

Your details

Name in CAPITAL LETTERS

JAMES BROKENSHIRE MP

Constituency

HORNCHURCH

Office use only Cost

Claim details

You can only request
Please ensure

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

Period of claim

from ___/___/___ to ___/___/___

Allowance year

07, 08

Suppliers

Amount

CSA NOTICE

£ 389.71 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

21/11/07

Data protection

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

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

Under the Data Protection Act 1998, you have the right to see and receive a copy of any personal data that the House of Commons Administration holds about you. If you have questions about the contents of this notice or how your information is handled or about your rights under the Data Protection Act 1998, please call our Data Protection Officer on 020 7219 2032, who acts on behalf of the Data Controller (the Clerk of the House).

Send your completed
form to

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

Office use only

Initials / Date

Validation
completed**Comments**

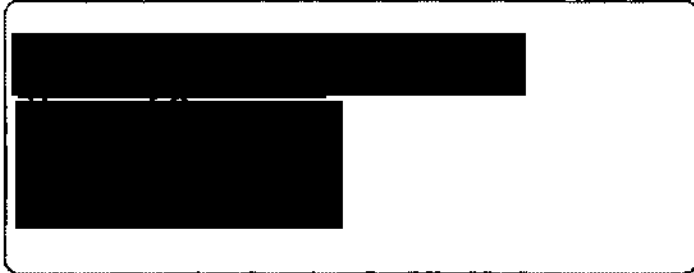
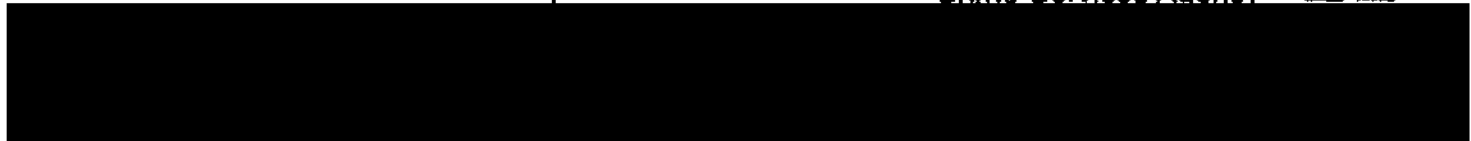
A member of the:

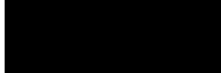
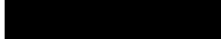
NATIONAL
COMMUNITY
SAFETY
NETWORK



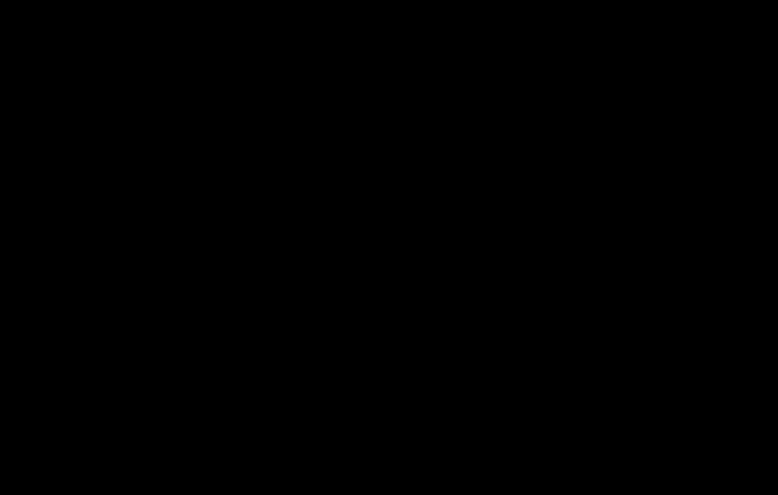
csa II

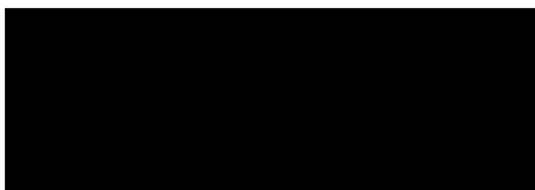
Crime Services Agency



Contract No: 
Invoice No: 
Invoice Date: 10/10/2007
Customer Order No:
VAT Exemption No:
Charity No:



QUANTITY	DESCRIPTION	£	P
1	ADVERT FOR THE HAVERING COMMUNITY SAFETY BOOKLET 2007 	995	00
PAYMENT NOW DUE PLEASE FORWARD THIS INVOICE FOR PROMPT PAYMENT. THANK YOU.			



Goods Total	995	00
VAT @ 17.5 %	174	13
INVOICE TOTAL	1169	13

17 SEP 2007



Communications Allowance
Member's reimbursement form

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

JAMES BROKENSHIRE ✓

Constituency

HORNCHURCH

Office use only

Costs

Claim details

You can only claim for

costs you have actually paid.

Please ensure

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

Period of claim

from 20 / 08 / 07 to 30 / 08 / 07

Allowance year

07 / 08 ✓

Description of service or goods

Amount

Description of service or goods	Amount
CONSTITUENT LETTER DELIVERY	£ 264 : 37 p
	£ : p
	£ : p
	£ : p
	£ : p
	£ : p
	£ : p

Total

£ 264 : 37 p ✓

Authorisation and declaration

I claim reimbursement of these costs which I incurred wholly, exclusively and necessarily

Signature

MP

Date

11/09/07 ✓

Data protection

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

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

Under the Data Protection Act 1998, you have the right to see and receive a copy of any personal data that the House of Commons Administration holds about you. If you have questions about the contents of this notice or how your information is handled or about your rights under the Data Protection Act 1998, please call our Data Protection Officer on 020 7219 2032, who acts on behalf of the Data Controller (the Clerk of the House).

Send your completed form to

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

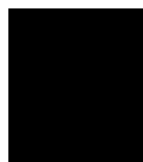
Office use only

Initials / Date

Input subtotals per Cat 5

Validation completed

--	--



£ 264.37

£

Comments

--

RECEIVED

23 AUG 2007

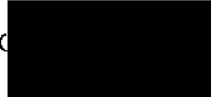


James Brokenshire MP



Invoice Date : 24th August 2007

INVOICE No



For the distribution of leaflets to Haylands ward

5 000 leaflets	@ £45.00/1000	£225.00
----------------	---------------	---------

<u>VAT@17.5%</u>	£39.37
------------------	--------

Total	£264.37
-------	---------



Direct payment of suppliers

When to use this form

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

About filling in this form

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

Your details

Name in CAPITAL LETTERS

JAMES BROKENSHIRE MP

Constituency

HORNCHURCH

Office use only Cost

Claim details

You can only request Please ensure

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

Period of claim

from / / to / /

Allowance year

2007/2008

Suppliers

Amount

metlock printers

£1415.00 p

metlock PRINTERS

£ 266.00 p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

Office use only

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

Authorisation and declaration

Signature

[Redacted signature area]

incurred wholly, Parliamentary duties.

Date

7 Aug 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 HM Revenue & Customs. The information will also be disclosed to the National Audit Office for audit purposes. The information may also be used within the House of Commons Administration or by its agents for the purpose of business analysis or research.

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

Under the Data Protection Act 1998, you have the right to see and receive a copy of any personal data that the House of Commons Administration holds about you. If you have questions about the contents of this notice or how your information is handled or about your rights under the Data Protection Act 1998, please call our Data Protection Officer on 020 7219 2032, who acts on behalf of the Data Controller (the Clerk of the House).

Send your completed form to

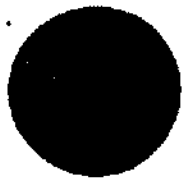
Validation Team, Operations Directorate,
Department of Finance & Administration, House of Commons, London SW1AA

Office use only

Initials / Date

Validation completed

Comments

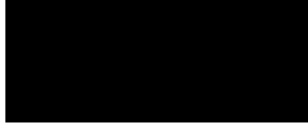


metloc printers

Invoice

To:

James Brokenshire, MP



RECEIVED

Net:



Date:

30/07/2007

Your Ref:

000000

Order Ref Code



Description	VAT	Rate	Amount
-------------	-----	------	--------



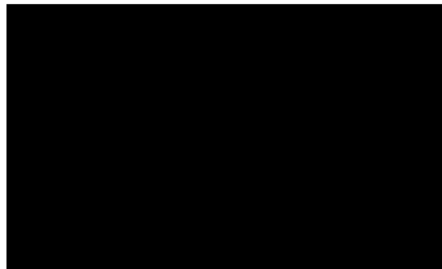
30,000 Newsletters printed full colour throughout on 115gsm art, 4Pp A4 folded to A5

3

1,415.00

1,415.00

As per quotation



Terms: 30 DAYS FROM INVOICE



Net: £

1,415.00

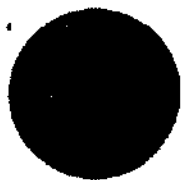
VAT: £

0.00

TOTAL: £

1,415.00





metloc printers

Invoice

To:

James Brokenshire, MP

No:

Date:

30/07/2007

Your Ref:

Customer Code:

Description	VAT	Rate	Amount
[REDACTED]			
Prison Petition			
5,000 A4 Printed 2 colours both sides on 115gsm cartridge			
[REDACTED]	3	266.00	266.00

Terms:

30 DAYS FROM INVOICE

Net: £

266.00

VAT: £

0.00

TOTAL: £

266.00

E & O E



Communications Allowance
Direct payment of suppliers



2002 701 5 2

Comms2
page 1 of 2

When to use this form

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

About filling in this form

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

Your details

Name
in CAPITAL LETTERS

JAMES BROKENSHIRE MP ✓

Constituency

HORNCHURCH

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 24 / 07 / 07 to ___ / ___ / ___

Allowance year 2007 / 2008

Suppliers	Amount
<u>Letterbox DISTRIBUTION</u>	<u>£ 411 : 25 p</u>
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p



Authorisation and declaration

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

Signature



MP

Date

24.07.07

Data protection

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

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

Under the Data Protection Act 1998, you have the right to see and receive a copy of any personal data that the House of Commons Administration holds about you. If you have questions about the contents of this notice or how your information is handled or about your rights under the Data Protection Act 1998, please call our Data Protection Officer on 020 7219 2032, who acts on behalf of the Data Controller (the Clerk of the House).

Send your completed form to

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

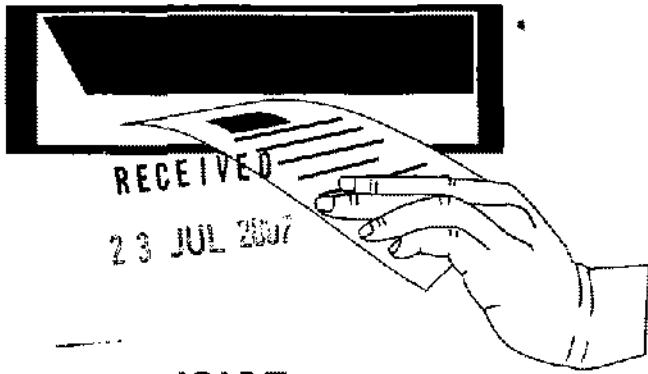
Office use only

Initials / Date .

Validation completed

Comments

LETTERBOX DISTRIBUTION



INVOICE

Customer: JAMES BROKENSHIRE, M.P.

Date: 20 - 7 - 07

Reference: [REDACTED]

INVOICE NO [REDACTED]

Quantity	Description	Cost	
10,000	<p>DISTRIBUTION</p> <p>Leaflets supplied by the client to be delivered to the areas as instructed by the individual method at a price of £35.00 per 1,000</p> <p>[REDACTED]</p>	350	00
TERMS AND CONDITIONS:		COST	350 00
PRE - PAYMENT IS REQUIRED ON DISTRIBUTION ORDERS		VAT	61 25
		TOTAL	411 25 ✓