



Communications Allowance
Direct payment of suppliers

20 MAR 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

JENNY WILLOTT

Constituency

CARDIFF CENTRAL

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 18th / 3 / 08 to 27 / 3 / 08 Allowance year 07 / 08

Suppliers	Amount
CARDIFF CENTRAL LIB DEMS.	£ 1051.00 p ✓
C. C. L. D	£ 5481.00 p ✓
C. C. L. D	£ 57.88 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

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**



INVOICE

18th March 2008

To:
Jenny Willott MP

Colour Printed A4 insert		
Quantity	Cost per 1000	Cost
2780	£115.10	£320
One sided letter, envelope and labour costs		
Quantity	Cost per 1000	Cost
2780	£23.10	£64
Second class stamp costs		
Quantity	Cost per 1000	Cost
2780	£240	£667
	Total Cost	£1,051



**LIBERAL
DEMOCRATS**

INVOICE

23rd March 2008

To:
Jenny Willott MP

Black and White printed card - cut to A6

Quantity	Cost per 1000	Cost
20,000	£10.95	£219

One sided letter, envelope and labour costs

Quantity	Cost per 1000	Cost
20,000	£23.10	£462

Second class stamp costs

Quantity	Cost per 1000	Cost
20,000	£240	£4,800
	Total Cost	£5,481



**LIBERAL
DEMOCRATS**

INVOICE

27th March 2008

To:
Jenny Willott MP

One sided letter, envelope and labour costs		
Quantity	Cost per 1000	Cost
220	£23.10	£5.08
Second class stamp costs		
Quantity	Cost per 1000	Cost
220	£240	£52.80
	Total Cost	£57.88



Communications Allowance
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21 MAY 2008

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Your details

Name in CAPITAL LETTERS

JENNY WILLOTT

Constituency

CARDIFF CENTRAL

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

PARK COMMUNICATIONS LTD

£ 895 p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

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

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Initials / Date

Validation
completed

Comments

Park

Invoice

Jenny Willott MP

Invoice date: 20 March 2008
Invoice number: [REDACTED]

Order number: [REDACTED]

JENNY WILLOTT LEAFLET

£ 895.00

To print 15,000 copies of a contract card.

[REDACTED]

Sub total	£	895.00
VAT	£	0.00
Total	£	895.00

[REDACTED]



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04 FEB 2008

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JENNY WILLOTT

Constituency

CARDIFF CENTRAL

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 07 / 01 / 08

to 07 / 01 / 08

Allowance year

07 / 08

Suppliers

Amount

Office use only

Allow. / Supp ID / Exp.Type

SIEMENS

£ 1192.62 p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

Authorisation and declaration

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Office use only	
	Initials / Date
Validation completed	<input type="text"/>
Comments	

10 JAN 2008

[Redacted]
Jenny Willott MP
[Redacted]

Invoice No: [Redacted]
Reference Number: [Redacted]
Invoice/Tax Point Date: 07 JAN 2008 ✓
Amount 1,015.00
VAT 177.62
Sub-total 1,192.62
VAT exempt amount .00

TOTAL AMOUNT	£1,192.62
Due by	07 JAN 2008

INVOICE

DETAILS	AMOUNT
Agreement N [Redacted] Finance Proposer: Algebra Limited	[Redacted]
FA00578169-2 First Rental CF24 4DY Facsimile Superfax PF220 47050028 Facility Fee of £95.00 is included in above amount VAT @ 17.50 % on £1,015.00	1,015.00
	177.62
Total for agreement 737-0225	1,192.62

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How to Pay Us

[Redacted]

[Redacted]



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Constituency

CARDIFF CENTRAL

Office use only Costc

Claim details

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you attach all supplier invoices.

Period of claim

from 29/2/08 to 29/2/08

Allowance year

07/08

Suppliers

Amount

PARK COMMUNICATIONS LTD

E 646.25 P

E : P

E : P

E : P

E : P

E : P

E : P

E : P

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Park

11 MAR 2008

Invoice

Jenny Wilmot



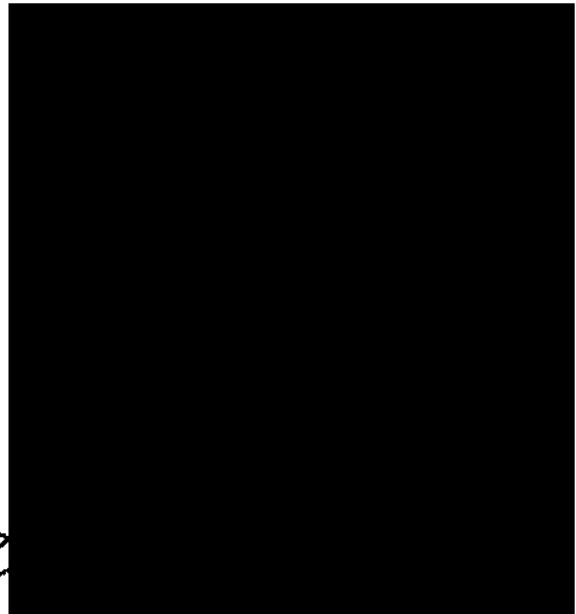
Invoice date: 29 February 2008
Invoice number: [REDACTED]

Order number:

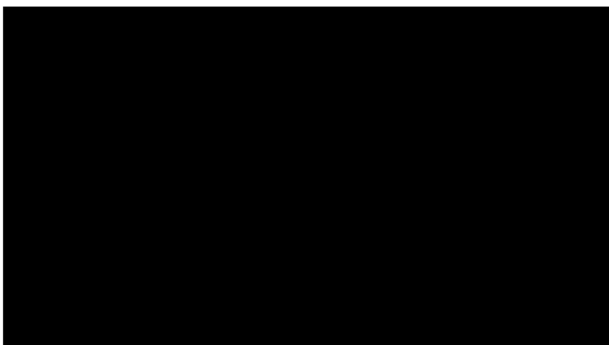
LETTERHEADS - CARDIFF CENTRAL

£ 550.00

To print and supply 50,000 copies.



11 MAR 2008



Sub total	£	550.00
VAT	£	96.25
Total	£	646.25

