



FINANCE & ADMINISTRATION HOUSE OF COMMONS

Communications Allowance Direct payment of suppliers

Comms2

page 1 of 2

020 7219 1340

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

JEREMY WRIGHT

Constituency

RUGBY & KENILWORTH

Office use only

Costs



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

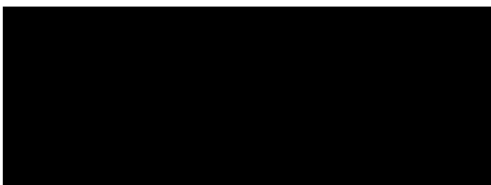
from 1 / 04 / 07 to 31 / 03 / 08

Allowance year

07 / 08

Suppliers

Amount



£ 500 : 00 p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

Office use only

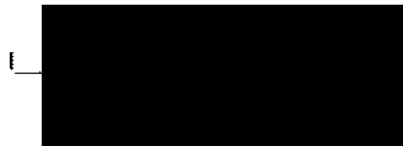
Allow. / Supp ID / Exp.Type
(Cat 5)



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

31-03-08

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

Date: 31st March 2008

To: Jeremy Wright MP

DESCRIPTION	CONTRACT WORK	Amount
Date	Details	
31 st March 2008	12 months maintenance and support for web site 1 st December 2006 – 30 th November 2007	500.00
	Subtotal	<u>500.00</u>
	Total	<u>500.00</u>

INVOICE TOTAL

£500.00





FINANCE &
ADMINISTRATION
HOUSE OF COMMONS

Communications Allowance

Direct payment of suppliers

Comms2

page 1 of 2

QUALITY
25 FEB 2008
ASSURANCE

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

DEREK WRIGHT

Constituency

LUGBY & KENILWORTH

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 01/01/08

to 29/02/08

Allowance year

07/08

Suppliers

Amount

Royal Mail

£ 120 : 85 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

[Redacted Signature]

MP

Date

25/2/08

Data protection

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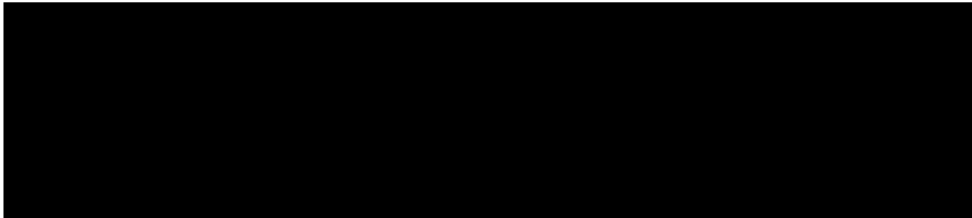
Send your completed form to

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

Office use only**Initials / Date**

Validation completed

Comments



Invoice date
18 Feb 2008
 Page
 1 of 1

Invoice

To
JEREMY WRIGHT MP



Account held at
JEREMY WRIGHT MP



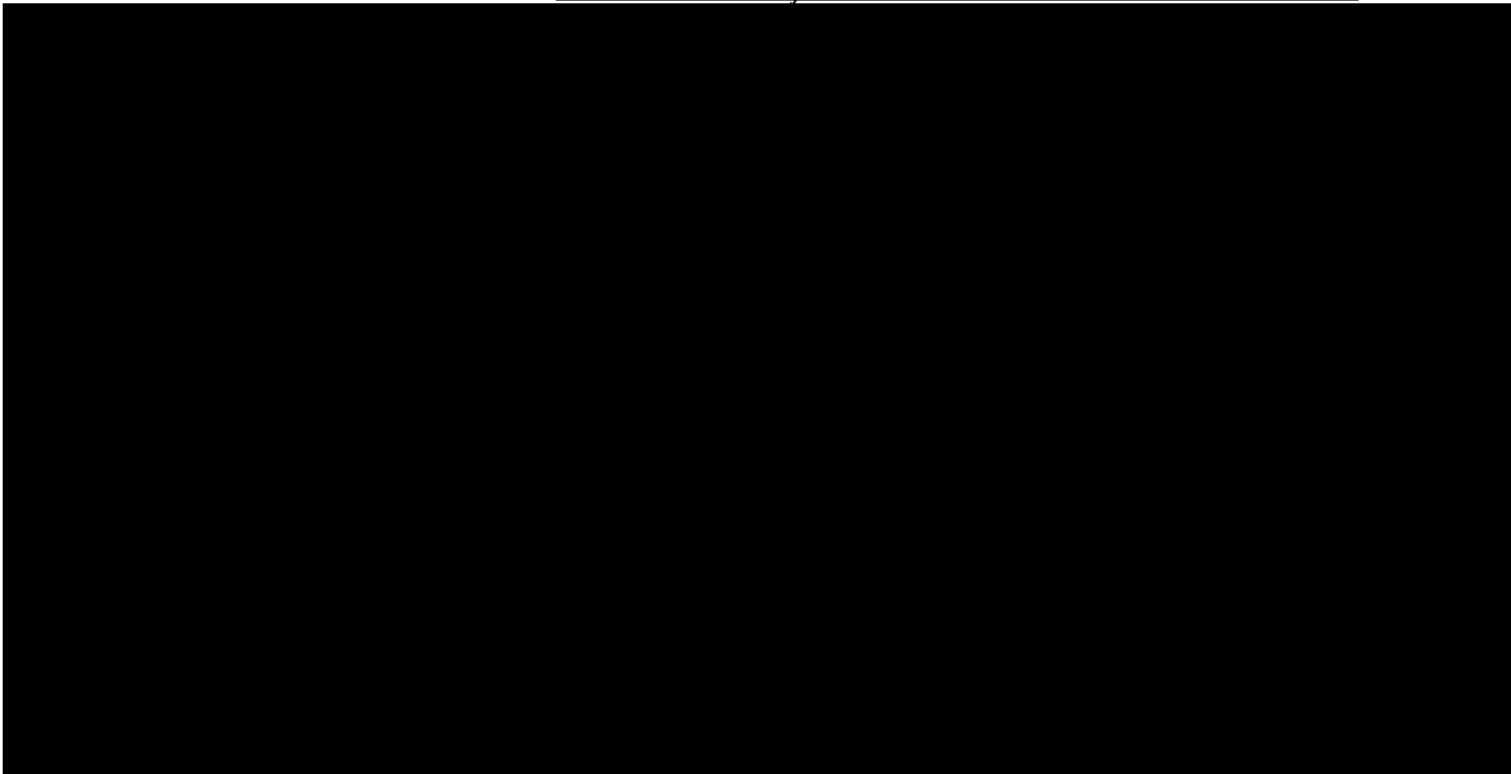
Customer account number



Terms
10 days
 Please pay by
28 Feb 2008

Docket no.	Posting date Post	Sender's ref. Contract no.	Format	Service Quantity	Weight(kg)	Unit cost (£)	Net value	VAT
[Redacted]	15 Feb 2008	[Redacted]		DOOR TO DOOR 3,453 3453 ITEMS AT 3.500 PENCE			120.85	E

Total Net	120.85
Total VAT	E = exempt 0.00
Total	120.85





Communications Allowance
Direct payment of suppliers

QUALITY
11 FEB 2008
ASSURANCE

Comms2
page 1 of 2

When to use this form

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About filling in this form

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

Your details

Name
in CAPITAL LETTERS

JEREMY WRIGHT

Constituency

RUGBY & KENILWORTH

Office use only	Cost	
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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 / 01 / 08 to 28 / 02 / 08

Allowance year

07 / 08

Suppliers

Amount

<u>MP Services</u>	<u>£2436 : 99</u> p
<u>Royal Mail</u>	<u>£ 508 : 51</u> 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

[Redacted Signature]

MP

Date

8 / 02 / 08

invoice

Mr Jeremy Wright MP

Number: [REDACTED]

Date: 29 January 2008

Orders

Order	Quantity	Product		VAT	Price
00813	51424	- MP Newsletters	Feb08	£0.00	£2,086.99

Additional Costs

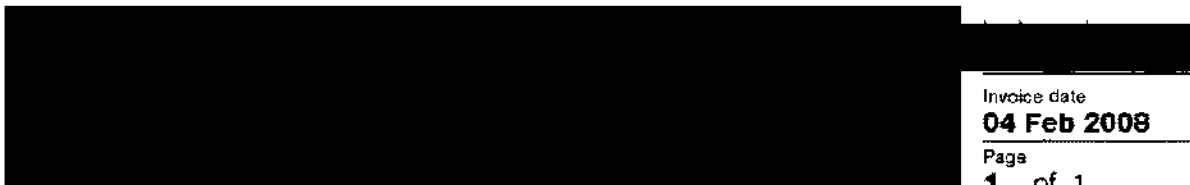
Order	Cost Description	VAT	Price
00813	Dispatch from printers	£0.00	£350.00

Total (excl): £2,436.99

VAT: £0.00

TOTAL £2,436.99

Service that delivers



Invoice date
04 Feb 2008
 Page
 1 of 1

Invoice

To
JEREMY WRIGHT MP



Account held at
JEREMY WRIGHT MP



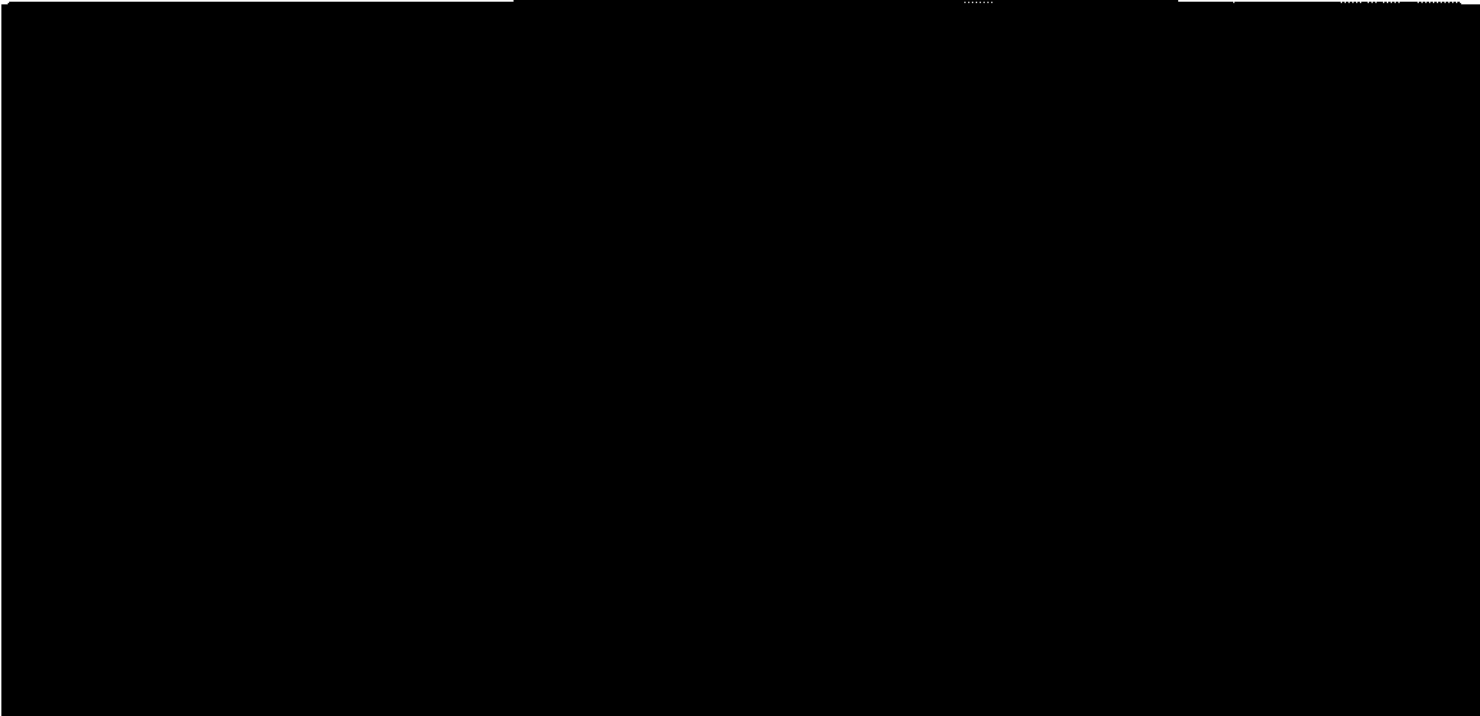
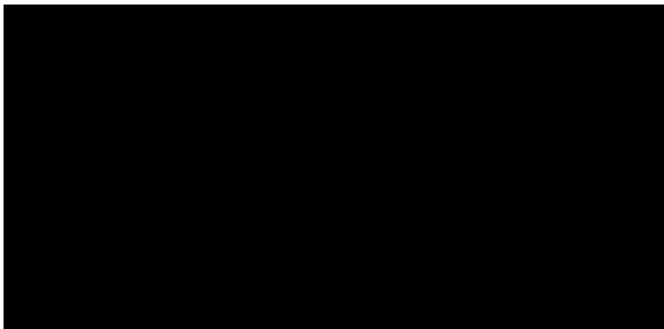
Customer account number



Terms
10 days
 Please pay by
14 Feb 2008

Docket no.	Posting date Poster	Sender's ref. Contract no.	Format	Service Quantity	Weight(kg)	Unit cost (£)	Net value	VAT
[Redacted]	01 Feb 2008	[Redacted]		DOOR TO DOOR 14,529 14529 ITEMS AT 3,500 PENCE			508.51	E

Total Net		508.51
Total VAT	E = exempt	0.00
Total		508.51





22 JAN 2008

Comms2

page 1 of 2

Communications Allowance Direct payment of suppliers

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Your details

Name
in CAPITAL LETTERS

DEREK WRIGHT

Constituency

RUGBY & KENICWORTH

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 ___/___

Suppliers

Amount

Parliamentary Recording Unit

£ 5 : 88 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

[Redacted Signature]

MP

Date

18/01/08

Data protection

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

Office use only

Initials / Date

Validation completed

Comments

INVOICE



House of Commons
London SW1A 0AA

Jeremy Wright MP

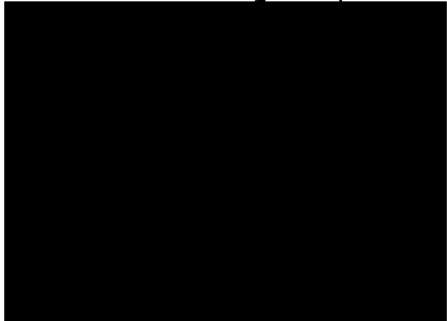



Invoice No	
Account No	
Date	10/01/2008
VAT Reg No	

Customer Ref
Order Number



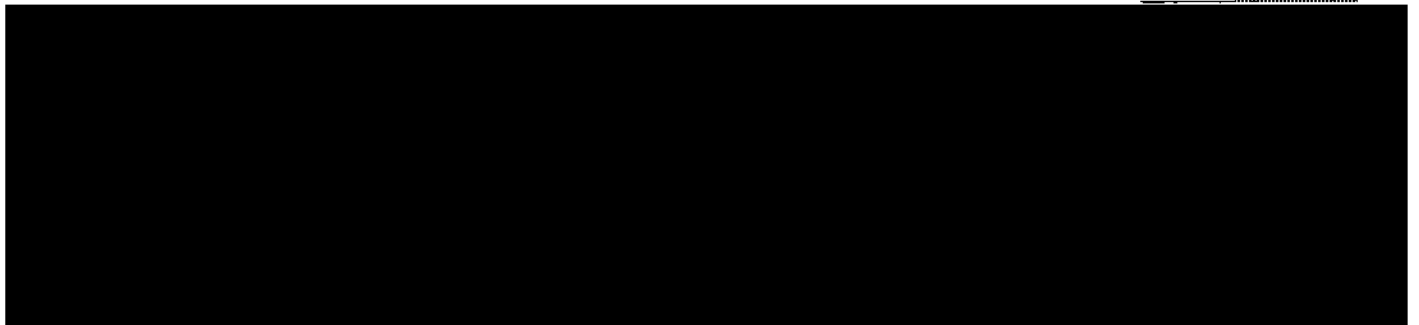
Invoice issued by: Parliamentary Recording Unit

Description	Qty	Unit Duration	Amount
PRU Members/ Peers E Print Image of Parliamentary Proceedings Prime Ministers Question Time 21st June 2006	1	Each	5.00
	2		

Total excl. VAT 5.00

Total VAT 0.88

Total Amount in GBP 5.88





Communications Allowance
Direct payment of suppliers

QUALITY
17 JAN 2008
ASSURANCE

When to use
this form

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this form

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Your details

Name
in CAPITAL LETTERS

DEREMY WRIGHT

Constituency

LUGBY & KENILWOD

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 1 12 07

to 31 11 08

Allowance year

07 08

Suppliers

Amount

ROYAL MAIL	£ 161 : 45 p
ROYAL MAIL	£ 204 : 82 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, exclusively and necessarily in the performance of my Parliamentary duties.

Signature

[Redacted Signature]

MP

Date

14-1-08

Data protection

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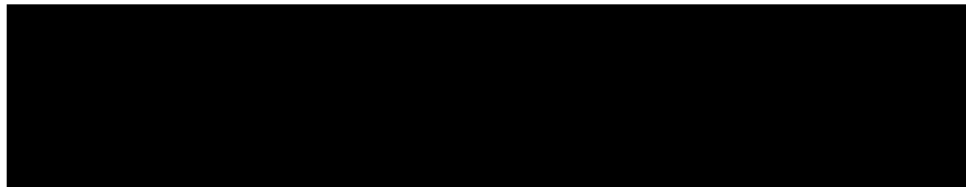
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Validation Team, Operations Directorate,
Department of Finance & Administration, House of Commons, London SW1AA

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



Invoice date
31 Dec 2007 ✓
 Page
1 of 1

Invoice



To
JEREMY WRIGHT MP



Account held at
JEREMY WRIGHT MP



Customer account number



Terms
10 days
 Please pay by
10 Jan 2008

Docket no.	Posting date Poste	Sender's ref. Contract no.	Format	Service Quantity	Weight(kg)	Unit cost (£)	Net value	VAT
	28 Dec 2007			DOOR TO DOOR 4,613 4613 ITEMS AT 3.500 PENCE			161.45	E

Total Net	161.45
Total VAT	E = exempt 0.00
Total	161.45



Legal Mail

Invoice number

Invoice date
07 Jan 2008

Page
1 of 1

Invoice

To
JEREMY WRIGHT MP

Account held at
JEREMY WRIGHT MP

Customer account number

Terms
10 days

Please pay by
17 Jan 2008

Docket no.	Posting date Postal	Sender's ref. Contract no.	Format	Service Quantity	Weight(kg)	Unit cost (£)	Net value	VAT
	04 Jan 2008			DOOR TO DOOR 5,852 5852 ITEMS AT 3.500 PENCE			204.82	E

Total Net **204.82**

Total VAT **0.00** E = exempt

Total **204.82**