



Member's reimbursement form

10 APR 2007

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, see *Green Book* section 5.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS

JIM DOWD

Constituency

LEWISHAM WEST

Claim details

Please ensure

- your claim totals more than £100
- you provide journey details of all taxi journeys
- you attach all receipts or invoices for items of £250 and above
- any claims for petty cash do not exceed £250 per month.

You can only claim for

- costs you have actually paid
- office and surgery accommodation, equipment and supplies, work commissioned, communication and travel.

Period of claim

from 1 March 07 to 01/04/07 ✓

Allowance year

06/07 ✓

	Description of service or goods	Amount
Item 1	PETTY CASH (MARCH)	£ 250 : 00 p
Item 2	INTERNET SERVICES	£ 19 : 99 p
Item 3	MOBILE PHONE (MARCH)	£ 30 : 91 p
Item 4		£ : p
Item 5		£ : p
Item 6		£ : p
Item 7		£ : p
Item 8		£ : p
Item 9		£ : p
Item 10		£ : p

Total

£ 300 : 90 p

Authorisation and declaration

I have incurred wholly, exclusively and necessarily
 in
 Signature [Redacted] MP ✓
 Date [Redacted] 5/4/07

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 Inland Revenue. 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.



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Send your completed form to

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

Office use only

Validation	Initials	Date
Claims received		/ /
Signature check		/ /
Funds check		/ /
Allowable expenditure		/ /
Member Res ID & Costc		/ /
Ext type/Cat 5 & subtotals added to form		/ /
Receipts/ documentation present		/ /
Processing		
Input		/ /

Input subtotals per Cat 5

[Redacted]	£ 300.90
[Redacted]	£
[Redacted]	£
[Redacted]	£
[Redacted]	£
[Redacted]	£
[Redacted]	£
[Redacted]	£ 300.90

Comments

[Empty box for comments]



Page 2 of 2
Account number [REDACTED]
Invoice number [REDACTED]
Invoice date 17/03/2007 ✓

Type of charge

Internet Services

Care4free Justmail	Mar 23 2007 to Mar 22 2008	£17.01
Subtotal		£17.01

Subtotal excluding VAT	£17.01
VAT @ 17.50%	£2.98
Total Amount Due	£19.99



MR JAMES DOWD

used by MR JAMES DOWD

Description	Date	Amount
Itemised usage charges	up to 27 Feb	
Calls		£0.00
Messaging, Mobile Browsing + Data		£0.78
CTRA200+STC+VP+I2M	01 Mar to 31 Mar	£25.53
Total for [REDACTED] before VAT		£26.31
VAT at 17.5% on £26.31		£4.60
Total by Direct Debit on or after 10 Apr		£30.91

Invoice date	Account No.	Invoice No.
27 March 2007	[REDACTED]	

VAT details

Description	Amount	VAT
VAT at 17.5% on	£26.31	£4.60
VAT on this bill		£4.60 ✓



Direct payment of suppliers

19 MAR 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, see Green Book section 5.13.1.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS

JIM DOWD ✓

Constituency

LEWISHAM WEST

Claim details

Please ensure

- your claim totals more than £100 – this will enable us to process your claim more promptly
- any claims for petty cash do not exceed £250 per month
- you attach all supplier invoices.

You must specify

- the Incidental Expenses Provision for costs that include office and surgery accommodation, equipment and supplies, communication and travel.

You can specify

- the Incidental Expenses Provision or the Staffing Allowance for costs that include work commissioned or bought in services.

Date of claim

15 / 3 / 07

Allowance year

06 / 07

Incidental Expenses Provision claims

Suppliers

Amount

85.53

Item 1

DELL

Item 2

27.03

Item 3

Item 4

Item 5

Total

£312 : 56 P ✓

Claim details continued

Staffing Allowance claims

	Suppliers	Amount
Item 6	_____	£ _____ : _____ p
Item 7	_____	£ _____ : _____ p
Item 8	_____	£ _____ : _____ p
Item 9	_____	£ _____ : _____ p
Total		£ _____ : _____ p

Office use only		
Allow or A/c code	Supplier ID	Exp/ Cat 5
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Authorisation and declaration

I confirm that the above is a true and correct account of the subject of costs incurred wholly, exclusively and necessarily in connection with the performance of my Parliamentary duties.

Signature _____ MP

Date 16 / 3 / 07

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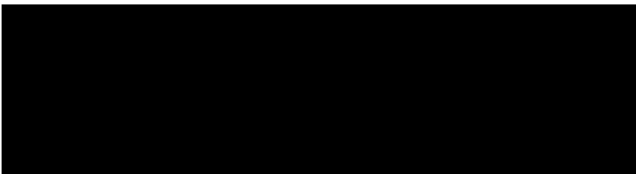
Under the Data Protection Act 1998, you have the right to see and receive a copy of any personal data that the House of Commons Administration holds about you. If you have questions about the contents of this notice or how your information is handled or about your rights under the Data Protection Act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

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Department of Finance & Administration, House of Commons, London SW1A 0AA

Office use only			
Validation	Initials	Date	
Claims received	_____	____/____/____	
Signature check	_____	____/____/____	
Funds check	_____	____/____/____	
Allowable expenditure	_____	____/____/____	
Validation	Initials	Date	
Member ID added to form	_____	____/____/____	
Payment codes added to form	_____	____/____/____	
Receipts/ documentation present	_____	____/____/____	
Processing			
Input	_____	____/____/____	

Please use margin for comments



Invoice

Invoice To:

Jim Dowd

Deliver To:

[Redacted]

RECEIVED
- 1 FEB 2007

Invoice No: [Redacted] Customer No: [Redacted] Dell Order No: [Redacted] Page 1 of 1

Your Ref/PO No.
Despatch Note No.
Despatch Date
Payment Terms
Invoice Date
25/01/2007

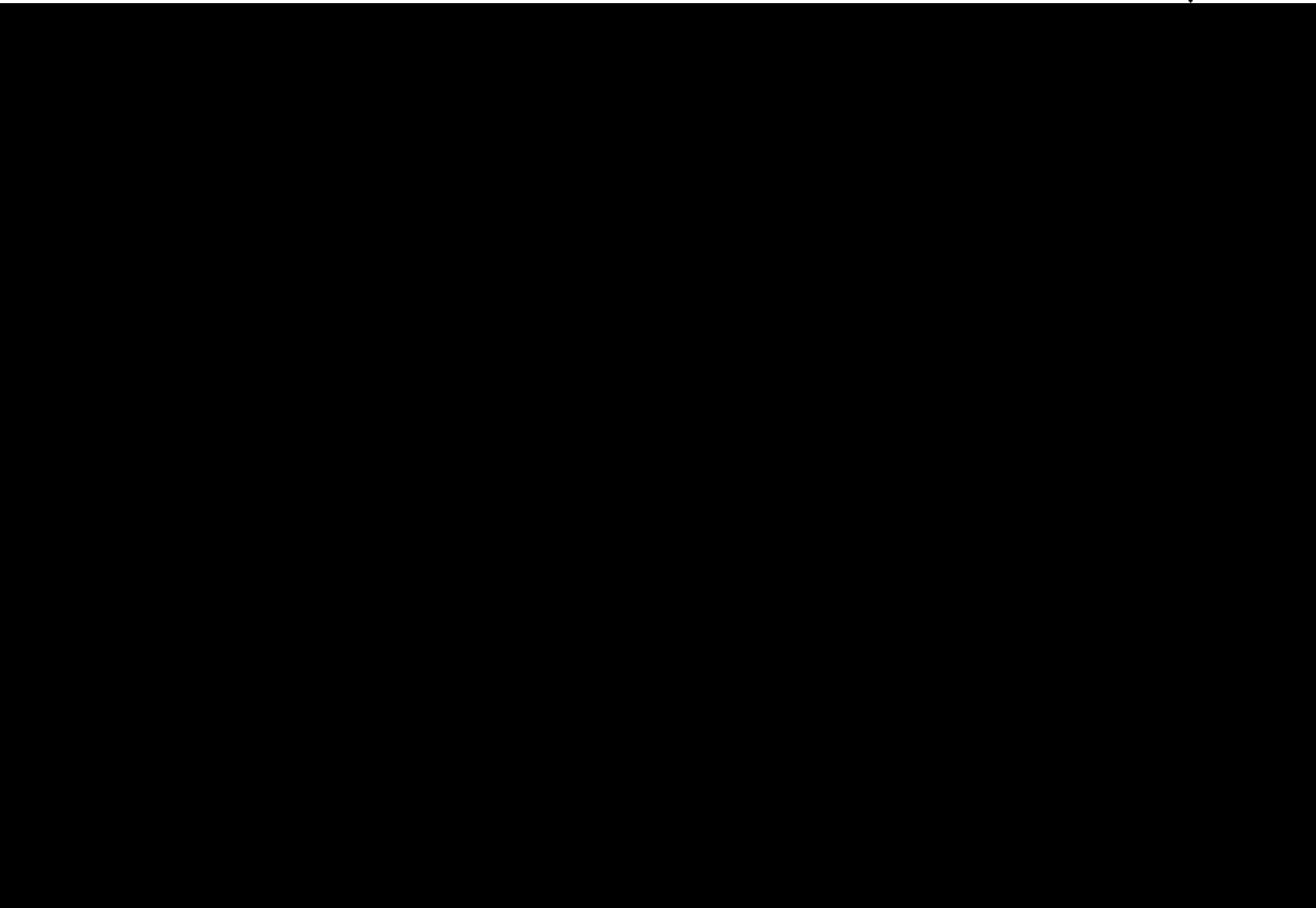
Booking Reference:
Account Manager
Account Manager Tel
Account Manager Fax
Account Manager Email

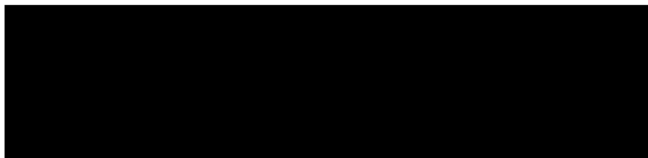
Item No.	Description	Quantity	Unit Price	Net
593-10082	High Capacity Black Toner Cartridge for Dell Multifunction Laser Printer 1600n - Kit	1	45.00	45.00
593-10052	Standard Capacity Magenta Toner Cartridge for Dell Colour Laser Printer 5100cn - Kit	1	99.00	99.00
593-10053	Standard Capacity Yellow Toner Cartridge for Dell Colour Laser Printer 5100cn - Kit	1	99.00	99.00
990-10283	Standard Freight - Toner	1	0.00	0.00
800-10709	Info - Laser Standard Consumables Delivery	1	0.00	0.00

VAT Summary

VAT Rate	GBP Total Net £	GBP VAT £
17.5	243.00	42.53

	GBP
Subtotal	243.00
Freight	0.00
VAT £	42.53
Total	285.53





Invoice

Invoice To:



Jim Dowd

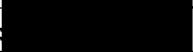


RECEIVED
26 FEB 2007

Deliver To:



Invoice No:



Customer No:



Dell Order No:



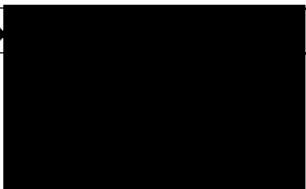
Page 1 of 1

Your Ref/PO No.
Despatch Note No.
Despatch Date
Payment Terms
Invoice Date



20/02/2007

Booking Reference:
Account Manager
Account Manager Tel
Account Manager Fax
Account Manager Email



Item No.	Description	Quantity	Unit Price	Net
593-10054	Standard Capacity Black Toner Cartridge for Dell Colour Laser Printer 5100cn - Kit	1	23.00	23.00
990-10283	Standard Freight - Toner	1	0.00	0.00
800-10709	Info - Laser Standard Consumables Delivery	1	0.00	0.00

VAT Summary

VAT Rate	GBP	GBP	Subtotal	GBP
%	Total Net £	VAT £	Freight	
17.5	23.00	4.03	VAT £	4.03
			Total	27.03





Member's reimbursement form

19 MAR 2007

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About filling in this form

- For details of costs you can claim for, see *Green Book* section 5.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS

JIM DOWD

Constituency

LEWISHAM WEST

Claim details

Please ensure

- your claim totals more than £100
- you provide journey details of all taxi journeys
- you attach all receipts or invoices for items of £2
- any claims for petty cash do not exceed £250 per

You can only claim for

- costs you have actually paid
- office and surgery accommodation, equipment and supplies, work commissioned, communication and travel.

Period of claim

from 1 1 to 15 3 07

Allowance year

06 07

	Description of service or goods	Amount
Item 1	PETTY CASH (JAN & FEB)	£ 500 : 00 p
Item 2	MOBILE PHONE (---)	£ 321 : 11 p
Item 3	SOFTWARE FOR HOME PC	£ 123 : 96 p
Item 4	DPA RENEWAL	£ 35 : 00 p
Item 5		£ : p
Item 6		£ : p
Item 7		£ : p
Item 8		£ : p
Item 9		£ : p
Item 10		£ : p

Total

£ 980 : 07 p

Authorisation and declaration

I claim responsibility for the information provided wholly, exclusively and necessarily in the person of [redacted]

Signature _____ MP

Date 15/3/07

Data protection

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Send your completed form to

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Department of Finance & Administration, House of Commons, London SW1A 0AA

Office use only

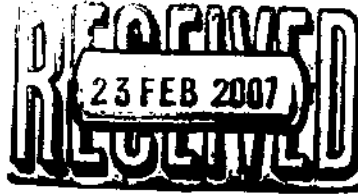
Validation	Initials	Date
Claims received		/ /
Signature check		/ /
Funds check		/ /
Allowable expenditure		/ /
Member Res ID & Costc		/ /
Ext type/Cat 5 & subtotals added to form		/ /
Receipts/ documentation present		/ /
Processing		
Input		/ /

Input subtotals per Cat 5

[redacted]	£856-11
[redacted]	£
[redacted]	£
[redacted]	£
[redacted]	£
[redacted]	£123-96
[redacted]	£
[redacted]	£
Total	£980-07

Comments

[Empty box for comments]



JIM DOWD - MP

20 February 2007 ✓

Data Controller Name: JIM DOWD MP
Registration Number [REDACTED]

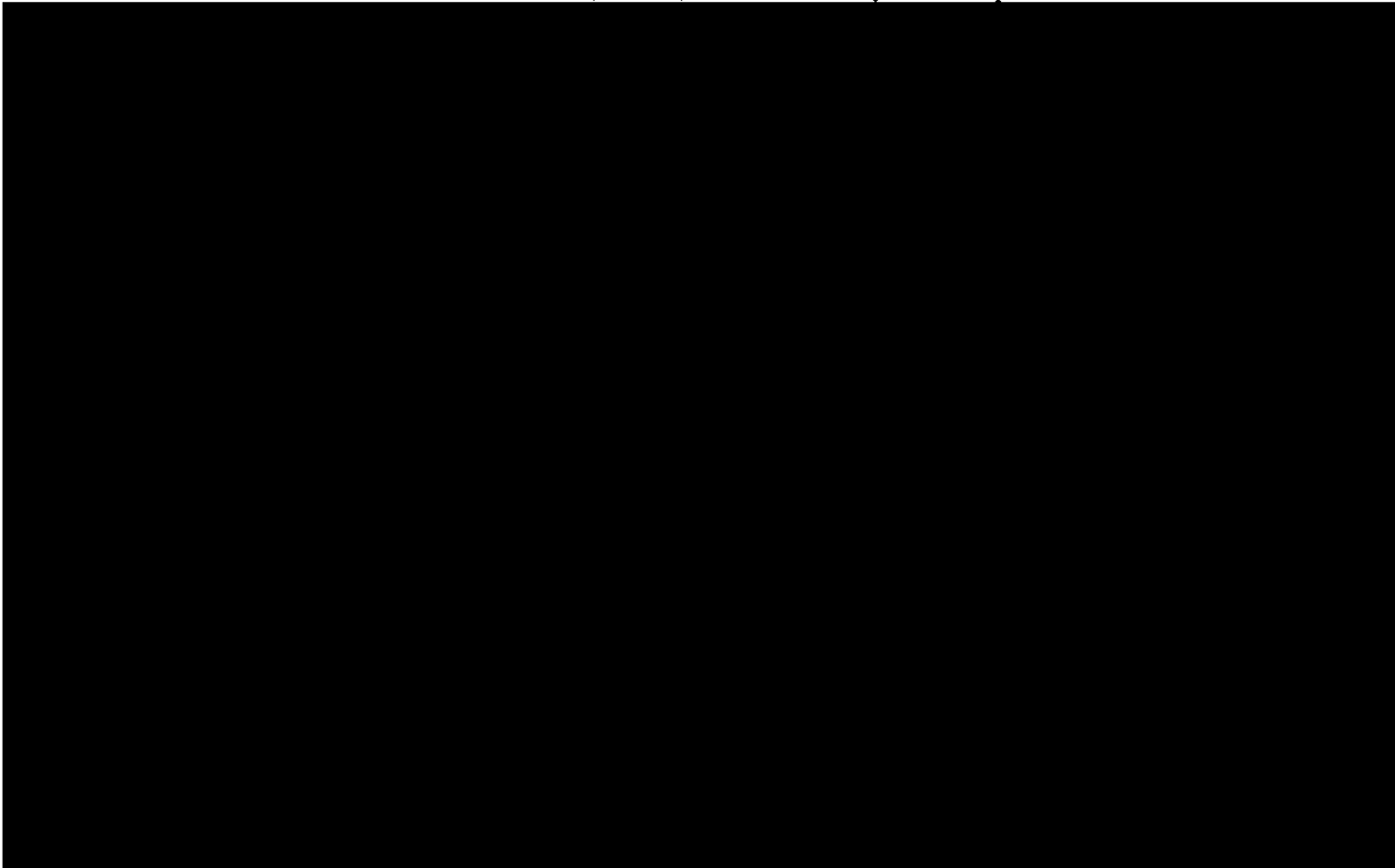
For the attention of : JIM DOWD - MP

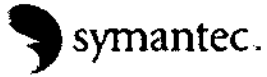
Data Protection Act 1998 - Reminder to Renew (Direct Debit)

Your register entry [REDACTED] has an expiry date of **03 April 2007**.

To renew your register entry

Our records show that you have a current direct debit instruction. You do not need to take any further action. We will collect the renewal fee of £ 35.00 (VAT nil) **on or immediately after 03 April 2007.**



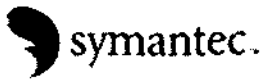


VAT Invoice

Order Date: 19-FEB-07

Billing Address:
J Dowd

Stock No	Quantity	Product Name	Platform	Unit Price	Total Price	VAT Rate
	1	Norton Internet Security 2007 & Norton SystemWorks Basic Edition - Upgrade	Windows XP/Vista	£43.47	£43.47	15%
	1	Norton SystemWorks Basic Edition - Upgrade	Windows XP	Free	Free	15%
	1	Extended Download Service		£6.08	£6.08	15%
				Sub Total:	£49.55	
				Total Ex Vat:	£49.55	
				VAT:	£7.43	
				Total:	£56.98	



symantec store
hosted by
DR Digital
River

VAT Invoice

Invoice Number [REDACTED]
Order Date: 12-MAR-07

Billing Address:
Jim Dowd

Stock No	Quantity	Product Name	Platform	Unit Price	Total Price	VAT Rate
[REDACTED]	1	Norton 360	Windows XP/Vista	£52.17	£52.17	15%
[REDACTED]	1	Extended Download Service		£6.08	£6.08	15%
				Sub Total:	£58.25	
				Total Ex Vat:	£58.25	
				VAT:	£8.73	
				Total:	£66.98	



DUE TO A CHARGING / CALLING ERROR
THIS BILL SHOULD ONLY BE FOR

MR JAMES DOWD

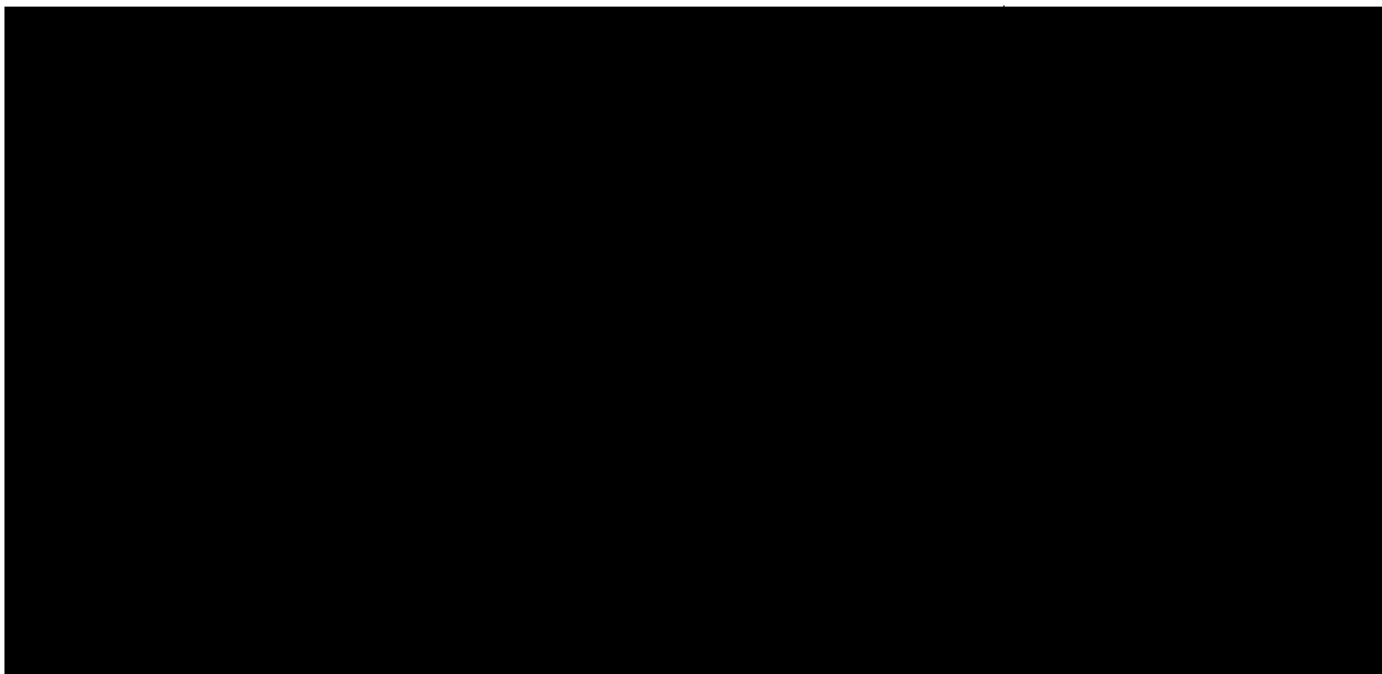
£287.52 AND THAT IS ALL
THAT I AM CLAIMING.

used by MR JAMES DOWD

Description	Date	Amount
Itemised usage charges	up to 28 Dec	
Calls		£434.55
Messaging, Mobile Browsing + Data		£1.22
CTRA200+STC+VP+12M	01 Jan to 31 Jan	£25.53
Total for [REDACTED] before VAT		£461.30
VAT at 17.5% on £461.30		£80.73
Total by Direct Debit on or after 07 Feb		£542.02

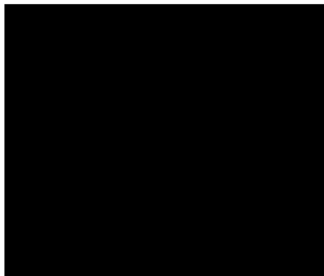
Invoice date	Account No.	Invoice No.
24 January 2007	[REDACTED]	[REDACTED]

VAT details		
Description	Amount	VAT
VAT at 17.5% on	£461.30	£80.73
VAT on this bill		£80.73





MR JAMES DOWD

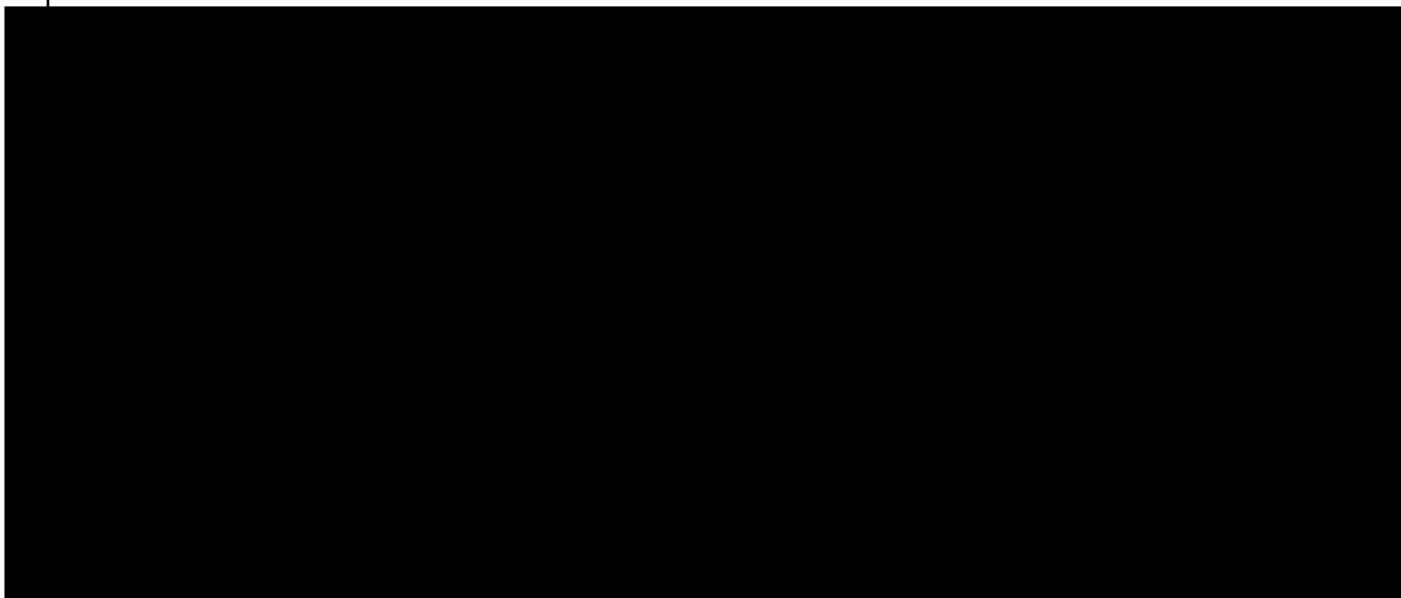


used by MR JAMES DOWD

Description	Date	Amount
Itemised usage charges	up to 31 Jan	
Calls		£0.15
Messaging, Mobile Browsing + Data		£3.22
CTRA200+STC+VP+12M	01 Feb to 28 Feb	£25.53
Discounts and Credits		
Credit Cellops Text Bundle Credit		CR £0.31
Total for [redacted] before VAT		£28.59
VAT at 17.5% on £28.59		£5.00
Total by Direct Debit on or after 09 Mar		£33.59

Invoice date	Account No.	Invoice No.
23 February 2007	[redacted]	[redacted]

VAT details		
Description	Amount	VAT
VAT at 17.5% on	£28.59	£5.00
VAT on this bill		£5.00





Member's reimbursement form

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, see *Green Book* section 5.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name
in CAPITAL LETTERS

JIM DOWD

Constituency

LENISHAM WEST

Claim details

Please ensure

- your claim totals more than £100
- you provide journey details of all taxi journeys
- you attach all receipts or invoices for items of £250 and above
- any claims for petty cash do not exceed £250 per month.

You can only claim for

- costs you have actually paid
- office and surgery accommodation, equipment and supplies, work commissioned, communication and travel.

Period of claim

from 1 1 ✓

to 8 1 1 1 0 7 ✓

Allowance year

06/07

	Description of service or goods	Amount
Item 1	PETTY CASH (DEC)	£ 250: 00 p
Item 2	MOBILE PHONE	£ 90: 56 p
Item 3	ISP	£ 19: 99 p
Item 4		£ : p
Item 5		£ : p
Item 6		£ : p
Item 7		£ : p
Item 8		£ : p
Item 9		£ : p
Item 10		£ : p

Total

£ 360: 55 p

Authorisation and declaration

I claim that the above expenditure was incurred wholly, exclusively and necessarily in the performance of my duties.

Signature [Redacted] MP

Date 8/1/07 ✓

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Claims received		/ /
Signature check		/ /
Funds check		/ /
Allowable expenditure		/ /
Member Res ID & Costc		/ /
Ext type/Cat 5 & subtotals added to form		/ /
Receipts/ documentation present		/ /
Processing		
Input		/ /

Input subtotals per Cat 5

£ 360.55 ✓
£
£
£
£
£
£
£ 360.55

Comments

[Empty box for comments]



MR JAMES DOWD

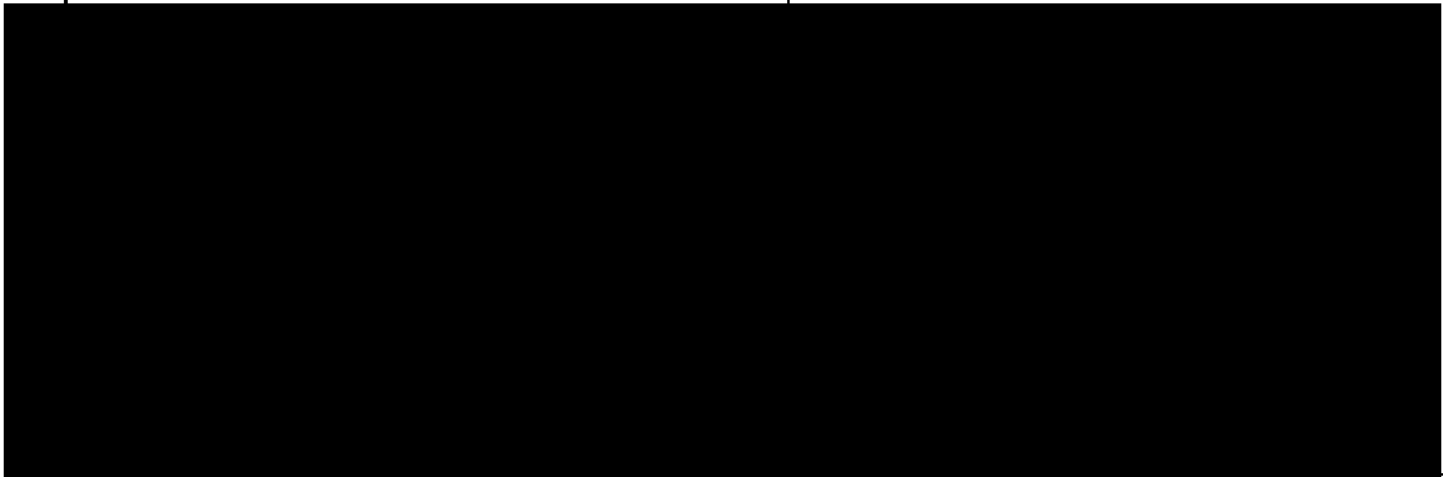


used by MR JAMES DOWD		
Description	Date	Amount
Itemised usage charges	up to 30 Nov	
<u>Calls</u>		£51.42
<u>Messaging, Mobile Browsing + Data</u>		£4.08
CTRA200+STC+VP+12M	19 Dec to 31 Dec	£10.71
Vodafone 60 Other Network	01 Dec to 18 Dec	£10.87
Total for [REDACTED] before VAT		£77.08
VAT at 17.5% on £77.08		£13.49
Total by Direct Debit on or after 10 Jan		£90.56

VAT charges

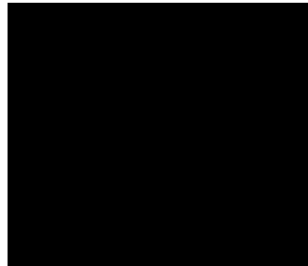
Invoice date	Account No.	Invoice No.
27 December 2006	[REDACTED]	[REDACTED]

VAT details		
Description	Amount	VAT
VAT at 17.5% on	£77.08	£13.49
		£13.49





madasafish



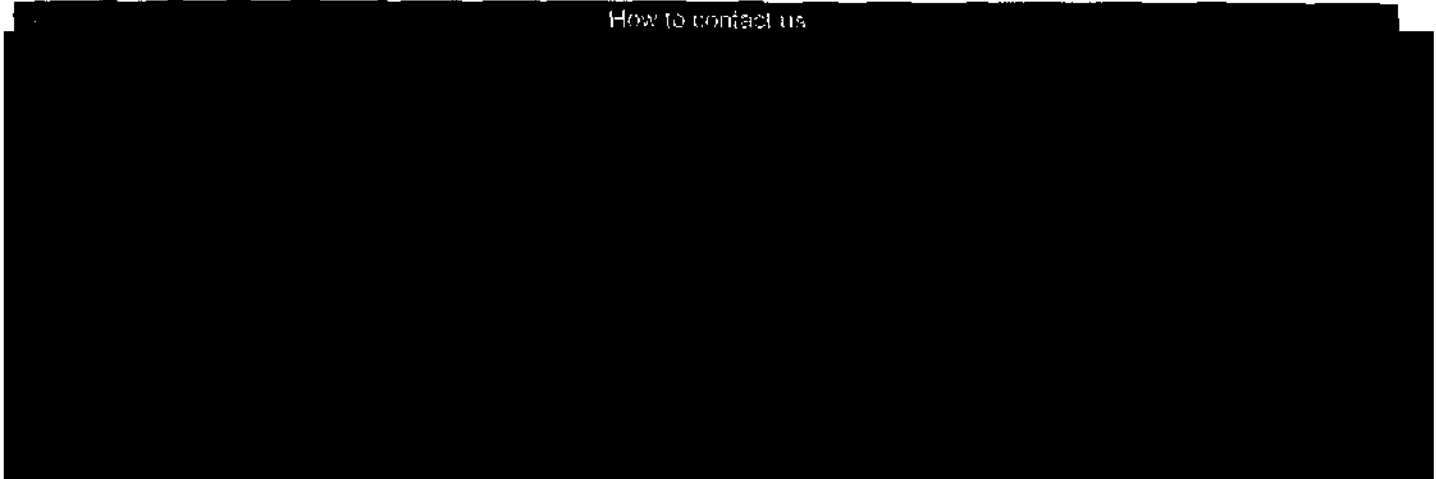
Mr Jim Dowd



INVOICE

Invoice Number	Invoice Date	Due Date	Customer Number	Order Number
	04/12/2006	10/12/2006		
Description	Details			Value
Care4free Justmail				£17.01
Your credit/debit card will be debited on 10/12/2006	Value			£17.01
Invoice covers period 10/12/2006 to 09/12/2007	VAT			£2.98
Thank you for choosing Madasafish	Total			£19.99

How to contact us





Member's reimbursement form

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

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08 DEC 2006

Your details

Name in CAPITAL LETTERS

JIM DOWD

Constituency

LEWISHAM NEST

Claim details

Please ensure

- your claim totals more than £100
- you provide journey details of all taxi journeys
- you attach all receipts or invoices for items of £250 and above
- any claims for petty cash do not exceed £250 per month.

You can only claim for

- costs you have actually paid
- office and surgery accommodation, equipment and supplies, work telephone, communication and travel.

VALIDATION

8 - DEC 2006

RECEIVED

Period of claim

from 1 1 to 6 12 06 ✓

Allowance year

1

Description of service or goods

Amount

Item 1

PETTY CASH (OCT-NOV) £ 500 : 00 p

Item 2

MOBILE PHONE (OCT) £ 165 : 32 p

Item 3

— " — " (NOV) £ 103 : 38 p

Item 4

£ : p

Item 5

£ : p

Item 6

£ : p

Item 7

£ : p

Item 8

£ : p

Item 9

£ : p

Item 10

£ : p

Total

£ 768 : 70 p

continued on page 2

Authorisation and declaration

I claim reimbursement of the above expenses incurred wholly, exclusively and necessarily in the performance of my duties as a Member of Parliament.

Signature: _____ MP

Date: 6/12/06

Data protection

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Office use only		
Validation	Initials	Date
Claims received	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Signature check	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Funds check	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Allowable expenditure	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Member Res ID & Costc	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Ext type/Cat 5 & subtotals added to form	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Receipts/ documentation present	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Processing		
Input	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>

Input subtotals per Cat 5	
<input type="text"/>	£ 768.70
<input type="text"/>	£
<input type="text"/>	£
<input type="text"/>	£
<input type="text"/>	£
<input type="text"/>	£
<input type="text"/>	£
<input type="text"/>	£ 768.70

Comments



MR JAMES DOWD



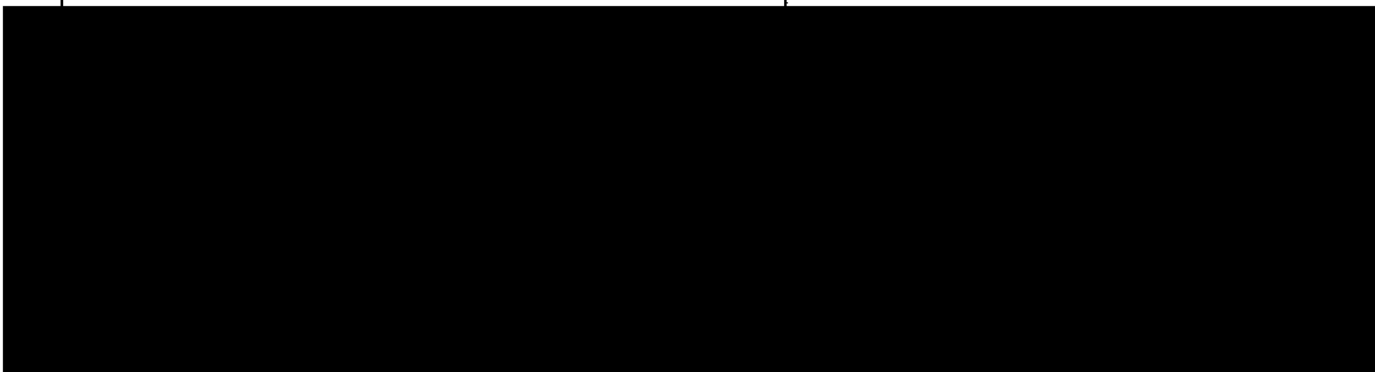
used by MR JAMES DOWD

Description	Date	Amount
Itemised usage charges	up to 30 Sep	
<u>Calls</u>		£139.63
<i>Calls (VAT at 17.5%)</i>		£19.82
<i>Calls (VAT at 0%)</i>		£119.81
<u>Messaging, Mobile Browsing + Data</u>		£0.20
Vodafone 60 Other Network	01 Oct to 31 Oct	£18.72
Total for [redacted] before VAT		£158.55
VAT on this bill - see VAT Charges		£6.78
Total by Direct Debit on or after 08 Nov		£165.32

VAT charges

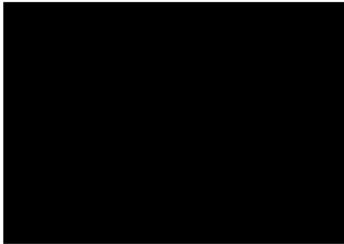
Invoice date	Account No.	Invoice No.
25 October 2006	[redacted]	[redacted]

VAT details		
Description	Amount	VAT
VAT at 17.5% on	£38.74	£6.78
VAT at 0% on	£119.81	£0.00
		£6.78





MR JAMES DOWD



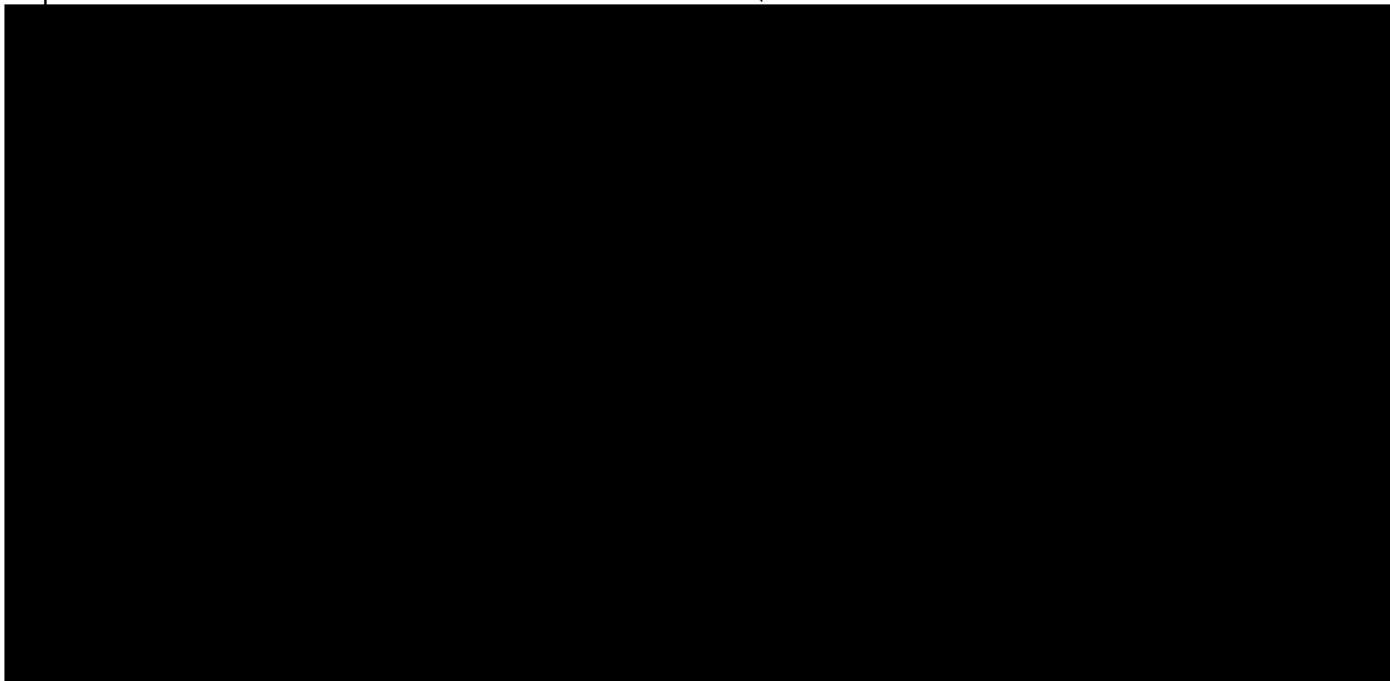
used by MR JAMES DOWD

Description	Date	Amount
Itemised usage charges	up to 31 Oct	
Calls		£68.76
Messaging, Mobile Browsing + Data		£0.51
Vodafone 60 Other Network	01 Nov to 30 Nov	£18.72
Total for [REDACTED] before VAT		£87.99
VAT at 17.5% on £87.99		£15.40
Total by Direct Debit on or after 08 Dec		£103.38 ✓

VAT charges

Invoice date	Account No.	Invoice No.
24 November 2006 ✓	[REDACTED]	[REDACTED]

VAT details		
Description	Amount	VAT
VAT at 17.5% on	£87.99	£15.4
		£15.4





Direct payment of suppliers

08 DEC 2006

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, see Green Book section 5.13.1.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

08 DEC 2006

Your details

Name in CAPITAL LETTERS

JIM DOWD

Constituency

LEWISHAM WEST

Claim details

Please ensure

- your claim totals more than £100 – this will enable us to process your claim more promptly
- any claims for petty cash do not exceed £250 per month
- you attach all supplier invoices.

You must specify

- the Incidental Expenses Provision for costs that include office and surgery accommodation, equipment and supplies, communication and travel.

You can specify

- the Incidental Expenses Provision or the Staffing Allowance for costs that include work commissioned or bought in services.

Date of claim

6 / 12 / 06

Allowance year

06 / 07

Incidental Expenses Provision claims



	Suppliers	Amount
Item 1	UNIPRINT LTD	£ 122 : 20 p
Item 2		£ : p
Item 3		£ : p
Item 4		£ : p
Item 5		£ : p

Total

£ 122 : 20 p



Claim details continued

Staffing Allowance claims

	Suppliers	Amount
Item 6	_____	£ : p
Item 7	_____	£ : p
Item 8	_____	£ : p
Item 9	_____	£ : p
Total		£ : p

Office use only		
Allow or A/c code	Supplier ID	Exp/ Cat 5

Authorisation and declaration

I declare that the above claims are in respect of costs incurred wholly, or in part, in the performance of my Parliamentary duties.

Signature _____ MP

Date 16/12/06

Data protection

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Send your completed form to

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

Office use only			
Validation	Initials	Date	
Claims received		/ /	Member ID added to form
Signature check		/ /	Payment codes added to form
Funds check		/ /	Receipts/ documentation present
Allowable expenditure		/ /	Processing
			Input
			Please use margin for comments

STATEMENT

UNIPRINT LIMITED



RECEIVED
10 NOV 2006
RECEIVED

To:

J. Dowd MP



A/c Ref.



Date:

07/11/2006

Page:

1

NOTE: All values are shown in Pound Sterling

Date	Ref.	Details	Debit	Credit
14/.0/06		5000 A4 letterheads ptd PMS:	122.20	

Current	30 Day	60 Day	90 Day	120+ Day
£ 122.20	£ 0.00	£ 0.00	£ 0.00	£ 0.00

Amount Due

£ 122.20



Direct payment of suppliers

9002 100 8 1

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, see Green Book section 5.13.1.
If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS

JIM DOWD

Constituency

LEWISHAM WEST

Claim details

Please ensure

- your claim totals more than £100 - this will enable us to process your claim more promptly
any claims for petty cash do not exceed £250 per month
you attach all supplier invoices.

You must specify

- the Incidental Expenses Provision for costs that include office and surgery accommodation, equipment and supplies, communication and travel.

You can specify

- the Incidental Expenses Provision or the Staffing Allowance for costs that include work commissioned or bought in services.

Date of claim

16 / 10 / 06

Allowance year

06 / 07

Incidental Expenses Provision claims

Table with 2 columns: Suppliers, Amount. Rows include KEITH MORTON (£275:00 p), DELL (£481:75 p), and a Total of £756:75 p.

Claim details continued

Staffing Allowance claims

	Suppliers	Amount
Item 6	_____	£ _____ : _____ p
Item 7	_____	£ _____ : _____ p
Item 8	_____	£ _____ : _____ p
Item 9	_____	£ _____ : _____ p
Total		£ _____ : _____ p

Office use only		
Allow or A/c code	Supplier ID	Exp/ Cat 5
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Authorisation and declaration

I declare that the above claims are in respect of costs incurred wholly, exclusively and necessarily in the performance of my Parliamentary duties.

Signature _____

MP

Date 16 / 10 / 06

Data protection

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Department of Finance & Administration, House of Commons, London SW1A 0AA

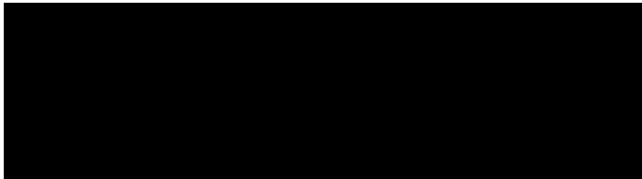
Office use only			
Validation	Initials	Date	
Claims received	_____	____/____/____	
Signature check	_____	____/____/____	
Funds check	_____	____/____/____	
Allowable expenditure	_____	____/____/____	
Validation	Initials	Date	
Member ID added to form	_____	____/____/____	
Payment codes added to form	_____	____/____/____	
Receipts/ documentation present	_____	____/____/____	
Processing	Initials	Date	
Input	_____	____/____/____	

Please use margin for comments

Work on completing Tax Return for the year ended 5th April 2006

24-Jul-06	Meeting at the House of Commons	2hrs	£60
19-Aug-06	Calculation and drafting return	3hrs	£90
03-Sep-06	Calculation and drafting return	1hr	£30
13-Sep-06	Meeting at Sunderland Road	2hrs	£60
17-Sep-06	Completion and submission	1hr	£30
	Travel Expenses		£5
	TOTAL		£275





Invoice

Invoice To:

Jim Dowd

Deliver To:



RECEIVED
11 SEP 2006

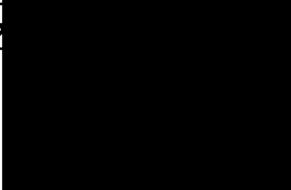


Invoice No [redacted] Customer No [redacted] Dell Order No [redacted] Page 1 of 1

Your Ref/PO No.
Despatch Note No.
Despatch Date
Payment Terms
Invoice Date

05/09/2006

Booking Reference:
Account Manager
Account Manager Tel
Account Manager Fax
Account Manager Email

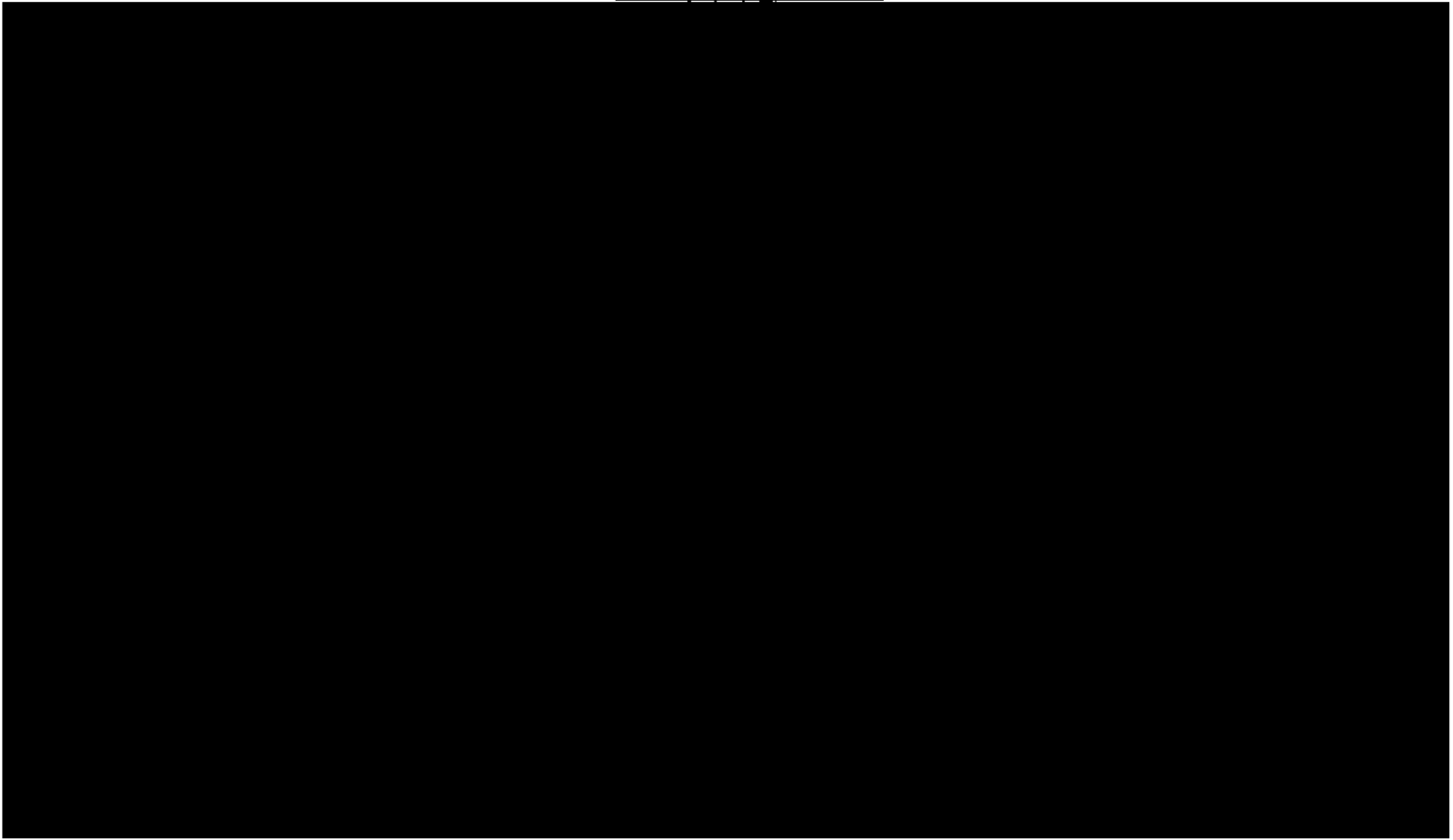


Item No.	Description	Quantity
593-10082	High Capacity Black Toner Cartridge for Dell Multifunction Laser Printer 1600n - Kit	2
800-10709	Info - Laser Standard Consumables Delivery	1
593-10051	Standard Capacity Cyan Toner Cartridge for Dell Colour Laser Printer 5100cn - Kit	1
593-10052	Standard Capacity Magenta Toner Cartridge for Dell Colour Laser Printer 5100cn - Kit	1
593-10053	Standard Capacity Yellow Toner Cartridge for Dell Colour Laser Printer 5100cn - Kit	1
593-10054	Standard Capacity Black Toner Cartridge for Dell Colour Laser Printer 5100cn - Kit	1

VAT Summary

VAT Rate	GBP	GBP
%	Total Net £	VAT £
17.5	410.00	71.75

	GBP
Subtotal	410.00
Freight	0.00
VAT £	71.75
Total	481.75





Member's reimbursement form

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, see *Green Book* section 5.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name
in CAPITAL LETTERS

JIM DOWD

Constituency

LEWISHAM WEST

Claim details

Please ensure

- your claim totals more than £100
- you provide journey details of all taxi journeys
- you attach all receipts or invoices for items of £250 and above
- any claims for petty cash do not exceed £250 per month.

You can only claim for

- costs you have actually paid
- office and surgery accommodation, equipment and supplies, work commissioned, communication and travel.

Period of claim

from 1 1

to 16 / 10 / 06 ✓

Allowance year

1

	Description of service or goods	Amount
Item 1	PETTY CASH	£ 250 : 00 p
Item 2	MOBILE PHONE	£ 23 : 08 p ✓
Item 3	ISP	£ 19 : 99 p ✓
Item 4	COMPUTER SPARES	£ 11 : 93 p ✓
Item 5	BLUETOOTH HEADSET	£ 21 : 29 p
Item 6		£ : p
Item 7		£ : p
Item 8		£ : p
Item 9		£ : p
Item 10		£ : p

Total

£ 326 : 29 p

Authorisation and declaration

I claim that the above expenditure has occurred wholly, exclusively and necessarily in the performance of my duties as a Member of Parliament.

Signature _____ MP
Date 16/10/06 ✓

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 Inland Revenue. 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 SW1A 0AA

Office use only

Validation	Initials	Date
Claims received		/ /
Signature check		/ /
Funds check		/ /
Allowable expenditure		/ /
Member Res ID & Costc		/ /
Ext type/Cat 5 & subtotals added to form		/ /
Receipts/ documentation present		/ /
Processing		
Input		/ /

Input subtotals per Cat 5
£ 326.29 ✓
£
£
£
£
£
£
£ 326.29

Comments

Subject: HP Store - order [REDACTED]

Dear Jim Dowd,

Thank you for shopping at the HP Store.

We have received your order. Most orders are checked and accepted within a matter of hours: you will receive an order confirmation from us when this has been completed. Orders that are confirmed after working hours will be shipped on the next working day (Monday to Friday, provided the goods are in stock. In the case of products that are built to order, approximate delivery is indicated on the page where the computer is configured. This is generally 12 working days from confirmation of the order but can be longer subject to the availability of specific components.

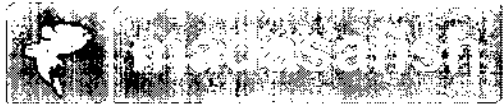
Occasionally, we need to carry out additional checks: this may result in a delay of one to two working days in the acceptance/delivery of the order. Once these additional checks are successfully completed, the order is processed, and a confirmation is sent.

Your order summary:

Order number: [REDACTED]

Qty	Description	Price/item	Total	VAT
1	Stylus 3-Pack (FA261A)	£ 6.94	£ 6.94	17.5%
	Total:		£ 6.94	
	Shipping costs:		£ 4.99	17.5%
	Total price (gross):		£ 11.93	
	Total (VAT excluded):		£ 10.16	
	Total VAT:		£ 1.77	
	Total price (gross):		£ 11.93	

04/10/2006



Jim Dowd

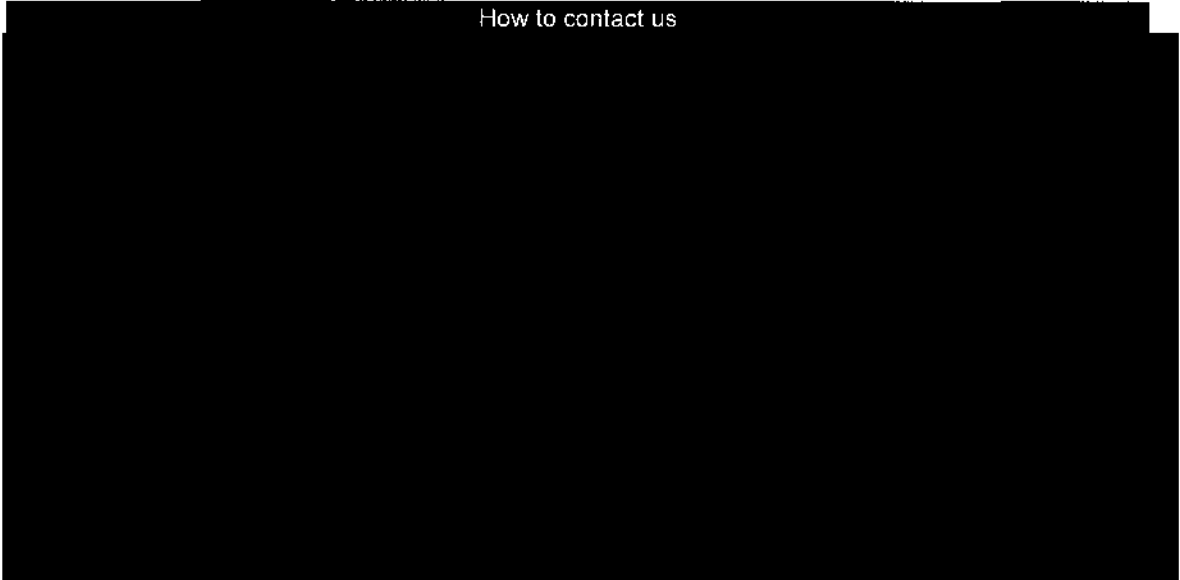


INVOICE

Invoice Number	Invoice Date	Due Date	Customer Number	Order Number
	29/09/2006	05/10/2006		
Description	Details			Value
Care4free Justmail				£17.01

Your credit/debit card will be debited on 05/10/2006	Value	£17.01
Invoice covers period 05/10/2006 to 04/10/2007	VAT	£2.98
Thank you for choosing Madasafish	Total	£19.99

How to contact us



My billing address

MR JAMES DOWD

Your Vodafone bill

[REDACTED] used by MR JAMES DOWD		
Description	Date	Amount
Itemised usage charges	up to 31 Aug ✓	
Calls		£0.93
Vodafone 60 Other Network	01 Sep to 30 Sep	£18.72
Total for [REDACTED] before VAT		£19.65
VAT at 17.5% on £19.65		£3.43
Total by Direct Debit on or after 09 Oct		£23.08 ✓

Other charges

Invoice date	Account No.	Invoice No.
25 September 2006	[REDACTED]	[REDACTED]
VAT details		
Description	Amount	VAT
VAT at 17.5% on	£19.65	£3.44
[REDACTED]		£3.44



Incidental Expenses Provision

Member's reimbursement form

C1

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, see Green Book section 5. If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS Constituency

JIM DOWD ✓ LEWISHAM WEST

Claim details

Please ensure

your claim totals more than £100 you provide journey details of all taxi journeys you attach all receipts or invoices for items of £250 and above any claims for petty cash do not exceed £250 per month.

You can only claim for

costs you have actually paid office and surgery accommodation, equipment and supplies, work commissioned, communication and travel.

Period of claim

from 1 1 to 11 19 106

Allowance year

06 107

	Description of service or goods	Amount
Item 1	PETTY CASH	£ 250 : 00 p
Item 2	MOBILE PHONE	£ 24 : 26 p
Item 3	HP IPAQ	£ 428 : 59 p
Item 4		£ : p
Item 5		£ : p
Item 6		£ : p
Item 7		£ : p
Item 8		£ : p
Item 9		£ : p
Item 10		£ : p

Total

£ 702 85

Authorisation and declaration

I claim that the expenditure which I incurred wholly, exclusively and necessarily in the performance of my duties.

Signature

[Redacted Signature]

MP ✓

Date

11/9/06

Data protection

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Send your completed form to

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

Office use only

Validation	Initials	Date
Claims received	/ /	/ /
Signature check	/ /	/ /
Funds check	/ /	/ /
Allowable expenditure	/ /	/ /
Member Res ID & Costc	/ /	/ /
Ext type/Cat 5 & subtotals added to form	/ /	/ /
Receipts/ documentation present	/ /	/ /
Processing input	/ /	/ /

Input subtotals per Cat 5

£	274.26
£	
£	
£	
£	
£	428.59
£	
£	
Total	£ 702.85

Comments

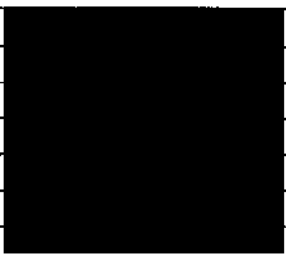
LAFNAC DIGITAL COMPUTERS LTD.



(6/9/06)

CUSTOMER'S ORDER NO.	TEL.	DATE 7-6-06
NAME Walt		
ADDRESS		

SOLD BY		CASH	C.O.D.	CHARGE	ON ACCT.	NOTE RETD.	PAID OUT
QUAN.		DESCRIPTION			PRICE	AMOUNT	
①	1			HP			
	2			IP99			
				6500			
	3			4/6500			
	4			71025			
	5						
	6						
	7						
	8						679.79
	9						
	10						586.2
	11						
	12						
	13						
	14						
	15						
	16						
	17						
	18						
	19						
	20						
							TAX
							TOTAL



679.79
586.2
758.61

Your billing address

MR JAMES DOWD

Your Vodafone bill

used by MR JAMES DOWD		
Description	Date	Amount
Itemised usage charges	up to 31 Jul	
Calls		£1.53
Messaging, Mobile Browsing + Data		£0.40
Vodafone 60 Other Network	01 Aug to 31 Aug	£18.72
Total for	before VAT	£20.65
VAT at 17.5% on £20.65		£3.61
Total by Direct Debit on or after 11 Sep		£24.26

VAT charges

Invoice date	Account No.	Invoice No.
28 August 2006		
VAT details		
Description	Amount	VAT
VAT at 17.5% on	£20.65	£3.61
		£3.61



Member's reimbursement form

27 JUL 2006

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, see *Green Book* section 5.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS

JIM DOWD

Constituency

LEWISHAM WEST

Claim details

Please ensure

- your claim totals more than £100
- you provide journey details of all taxi journeys
- you attach all receipts or invoices for items of £250 and above
- any claims for petty cash do not exceed £250 per month.

You can only claim for

- costs you have actually paid
- office and surgery accommodation, equipment and supplies, work communication and travel.

Period of claim

from 1 1

to 26 7 06

Allowance year

06 07

	Description of service or goods	Amount
Item 1	PETTY CASH (JUNE & JULY)	£ 500 : 00 p
Item 2	MOBILE PHONE (JUNE & JULY)	£ 182 : 94 p
Item 3		£ : p
Item 4		£ : p
Item 5		£ : p
Item 6		£ : p
Item 7		£ : p
Item 8		£ : p
Item 9		£ : p
Item 10		£ : p

Total

£ 682 : 94 p

continued on page 2

Authorisation and declaration

I claim [redacted] incurred wholly, exclusively and necessarily in the p[redacted] es.

[redacted]

Signature

[redacted] MP

Date

[redacted] 26/7/06

Data protection

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Send your completed form to

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

Office use only

Validation	Initials	Date
Claims received		/ /
Signature check		/ /
Funds check		/ /
Allowable expenditure		/ /
Member Res ID & Costc		/ /
Ext type/Cat 5 & subtotals added to form		/ /
Receipts/ documentation present		/ /
Processing		
Input		/ /

Input subtotals per Cat 5

[redacted]	£ 682.94
[redacted]	£
[redacted]	£
[redacted]	£
[redacted]	£
[redacted]	£
[redacted]	£
[redacted]	£
Total	£ 682.94

Comments

[Empty box for comments]

Your billing address

MR JAMES DOWD

Your Vodafone bill

[REDACTED] used by MR JAMES DOWD		
Description	Date	Amount
Itemised usage charges	up to 30 Jun	
Calls		£20.36
Messaging, Mobile Browsing + Data		£0.40
Vodafone 60 Other Network	01 Jul to 31 Jul	£18.72
Total for [REDACTED] before VAT		£39.48
VAT at 17.5% on £39.48		£6.90
Total by Direct Debit on or after 09 Aug		£46.38

VAT charges

Invoice date	Account No.	Invoice No.
26 July 2006	[REDACTED]	[REDACTED]
VAT details		
Description	Amount	VAT
VAT at 17.5% on	£39.48	£6.90
VAT on this bill		£6.90

Your billing address

MR JAMES DOWD

Your Vodafone bill

used by MR JAMES DOWD		
Description	Date	Amount
Itemised usage charges	up to 31 May	
Calls		£111.71
Calls (VAT at 17.5%)		£15.00
Calls (VAT at 0%)		£96.71
Messaging, Mobile Browsing + Data		£0.20
Vodafone 60 Other Network	01 Jun to 30 Jun	£18.72
Total for before VAT		£130.63
VAT on this bill - see VAT Charges		£5.93
Total by Direct Debit on or after 10 Jul		£136.56

VAT charges

Invoice date	Account No.	Invoice No.
26 June 2006		
VAT details		
Description	Amount	VAT
VAT at 17.5% on	£33.92	£5.93
VAT at 0% on	£96.71	£0.00
VAT on this bill		£5.93



C1

26 JUN 2006



Incidental Expenses Provision

Member's reimbursement form

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, see Green Book section 5. If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS

JIM DOWD

Constituency

LEWISHAM WEST

Claim details

Please ensure

- your claim totals more than £100
you provide journey details of all taxi journeys
you attach all receipts or invoices for items of £250 and above
any claims for petty cash do not exceed £250 per month.

You can only claim for

- costs you have actually paid
office and surgery accommodation, equipment and supplies, work commissioned, communication and travel.

06/07

Period of claim

from / /

to 16 / 6 / 06

Allowance year

06 / 07

Table with 3 columns: Item number, Description of service or goods, and Amount. Includes entries for MOBILE PHONE and PETTY CASH.

Total

£ 273 : 33 p

continued on page 2

Authorisation and declaration

I claim reimbursement for the above expenditure incurred wholly, exclusively and necessarily in the performance of my duties as a Member of Parliament

Signature _____ MP

Date _____ 16/6/06

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 Inland Revenue. 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

Validation	Initials	Date
Claims received	<input checked="" type="checkbox"/>	/ /
Signature check	<input checked="" type="checkbox"/>	/ /
Funds check	<input checked="" type="checkbox"/>	/ /
Allowable expenditure	<input checked="" type="checkbox"/>	/ /
Member Res ID & Costc	<input checked="" type="checkbox"/>	/ /
Ext type/Cat 5 & subtotals added to form	<input checked="" type="checkbox"/>	/ /
Receipts/ documentation present	<input checked="" type="checkbox"/>	/ /
Processing		
Input		/ /

Input subtotals per Cat 5

<input checked="" type="checkbox"/>	£273.33
<input type="checkbox"/>	£
<input type="checkbox"/>	£
<input type="checkbox"/>	£
<input type="checkbox"/>	£
<input type="checkbox"/>	£
<input type="checkbox"/>	£
<input checked="" type="checkbox"/>	£273.33

Comments

Your billing address

MR JAMES DOWD

Your Vodafone bill

used by MR JAMES DOWD		
Description	Date	Amount
Itemised usage charges	up to 28 Apr	
Calls		£0.94
Messaging, Mobile Browsing + Data		£0.20
vodafone 60 Other Network	01 May to 31 May	£18.72
Total for	before VAT	£19.86
VAT at 17.5% on £19.86		£3.47
Total by Direct Debit on or after 08 Jun		£23.33

VAT charges

Invoice date	Account No.	Invoice No.
25 May 2006		
VAT details		
Description	Amount	VAT
VAT at 17.5% on	£19.86	£3.47
VAT on this bill		£3.47



Member's reimbursement form

9002 AYH 11
1 MAY 2006

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, see *Green Book* section 5.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS

JIM DOWD

Constituency

LEWISHAM WEST

Claim details

Please ensure

- your claim totals more than £100
- you provide journey details of all taxi journeys
- you attach all receipts or invoices for items of £250 and above
- any claims for petty cash do not exceed £250 per month.

You can only claim for

- costs you have actually paid
- office and surgery accommodation, equipment and supplies, work commissioned, communication and travel.

06/07

Period of claim

from 1 / 1

to 16 / 5 / 06

Allowance year

06 / 07

Description of service or goods

Amount

Item 1

PETTY CASH

£ 250 : 00 p

Item 2

MOBILE PHONE

£ 24 : 05 p

Item 3

INTERNET SERVICE

£ 19 : 99 p

Item 4

£ : p

Item 5

£ : p

Item 6

£ : p

Item 7

£ : p

Item 8

£ : p

Item 9

£ : p

Item 10

£ : p

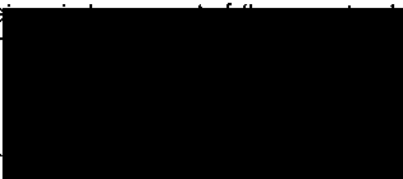
Total

£ 294 : 04 p

continued on page 2

Authorisation and declaration

I claim that the above is a true and correct statement of the expenditure which I incurred wholly, exclusively and necessarily in the performance of my duties.

Signature  MP

Date  16/5/06

Data protection

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






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Send your completed form to

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

Office use only

Validation	Initials	Date
Claims received		1/1
Signature check		1/1
Funds check		1/1
Allowable expenditure		1/1
Member Res ID & Costc		1/1
Ext type/Cat 5 & subtotals added to form		1/1
Receipts/ documentation present		1/1
Processing		
Input		1/1

Input subtotals per Cat 5

	£294.04	/
	£	
	£	
	£	
	£	
	£	
	£	
	£	
	£294.04	/

Comments

Empty box for comments.

Your billing address

MR JAMES DOWD

Your Vodafone bill

used by MR JAMES DOWD		
Description	Date	Amount
Itemised usage charges	up to 29 Mar	
Calls		£1.55
Messaging, Mobile Browsing + Data		£0.20
Vodafone 60 Other Network	01 Apr to 30 Apr	£18.72
Total for	before VAT	£20.47
VAT at 17.5% on £20.47		£3.58
Total by Direct Debit on or after 10 May		£24.05

VAT charges

Invoice date	Account No.	Invoice No.
26 April 2006		
VAT details		
Description	Amount	VAT
VAT at 17.5% on	£20.47	£3.58
VAT on this bill		£3.58

Care free



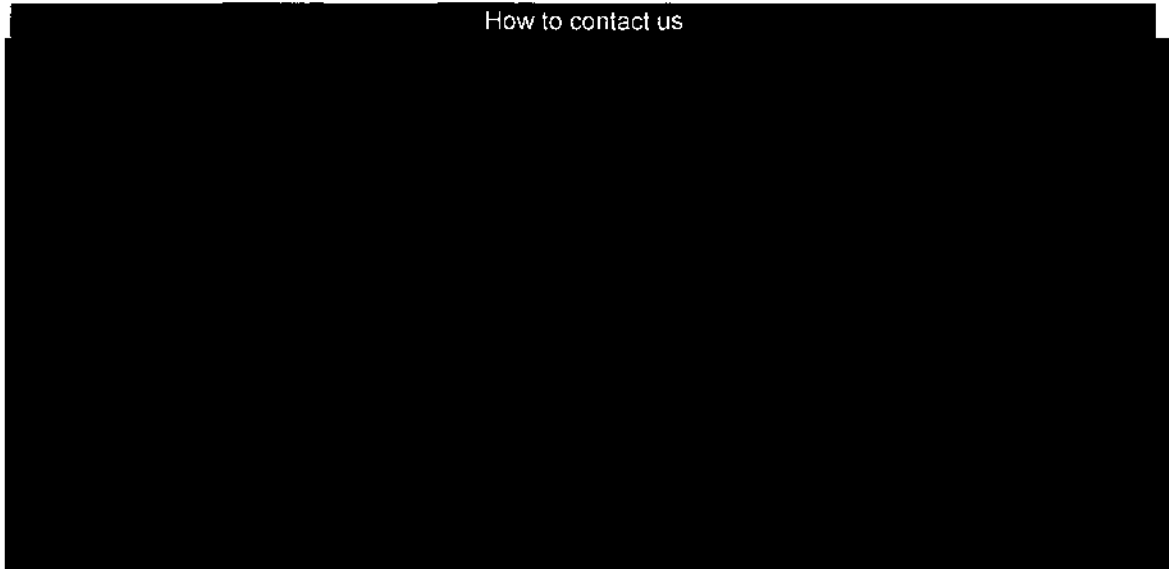
Mr Jim Dowd

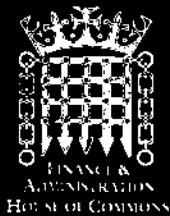


INVOICE

Invoice Number	Invoice Date	Due Date	Customer Number	Order Number	
	28/04/2006	04/05/2006			
Description	Details			Value	
Care4free Justmail				£17.01	
Your credit/debit card will be debited on 04/05/2006				Value	£17.01
Invoice covers period 04/05/2006 to 03/05/2007				VAT	£2.98
Thank you for choosing Care4free				Total	£19.99

How to contact us





Direct payment of suppliers

VALIDATION
19 MAY 2006
RECEIVED

3002 JMM 8 1

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, see Green Book section 5.13.1.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS

JIM DOWD

Constituency

LEWISHAM WEST

Claim details

Please ensure

- your claim totals more than £100 – this will enable us to process your claim more promptly
- any claims for petty cash do not exceed £250 per month
- you attach all supplier invoices.

You must specify

- the Incidental Expenses Provision for costs that include office and surgery accommodation, equipment and supplies, communication and travel.

You can specify

- the Incidental Expenses Provision or the Staffing Allowance for costs that include work commissioned or bought in services.

Date of claim

20 / 04 / 06

Allowance year

06 / 07

Incidental Expenses Provision claims

	Suppliers	Amount
Item 1	LEWISHAM WEST & PENGE CLP	£ 15500 00 p
Item 2		£ : p
Item 3		£ : p
Item 4		£ : p
Item 5		£ : p

Total

£ 15500 : 00 p

Claim details continued

Staffing Allowance claims

	Suppliers	Amount
Item 6	_____	£ _____ : _____ p
Item 7	_____	£ _____ : _____ p
Item 8	_____	£ _____ : _____ p
Item 9	_____	£ _____ : _____ p
Total		£ _____ : _____ p

Office use only		
Allow or A/c code	Supplier ID	Exp/ Cat 5
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Authorisation and declaration

I declare that the above is a true and correct account of costs incurred wholly, exclusively and necessarily in connection with my Parliamentary duties.

Signature _____

MP

Date

20 04 06

Data protection

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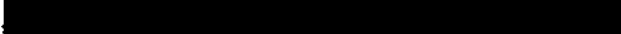
Send your completed form to

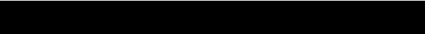
Validation Team, Operations Directorate,
Department of Finance & Administration, House of Commons, London SW1A 0AA

Office use only			
Validation	Initials	Date	
Claims received	_____	____/____/____	Member ID added to form
Signature check	_____	____/____/____	Payment codes added to form
Funds check	_____	____/____/____	Receipts/ documentation present
Allowable expenditure	_____	____/____/____	Processing
			Input
			_____ / ____ / ____

Please use margin for comments

**AGREEMENT BETWEEN
LEWISHAM WEST LABOUR PARTY
AND JIM DOWD MP**

Agreement dated this 1st day of April 2006 between Lewisham West Labour Party and Jim Dowd MP. Jim Dowd MP agrees to pay the sum of £15,500 (Fifteen Thousand and Five Hundred Pounds) to Lewisham West Labour Party for the sole use of designated parts, and the shared use of other areas. 

 as the MP's Constituency Offices for the period from 1st April 2006 until 31st March 2007. This sum includes various agreed office running costs, use of equipment and secretarial support with Constituency Advice Surgeries, etc.

The rental will be reviewed annually and the terms of the agreement will only be altered or terminated by mutual arrangement.

