



Communications Allowance

20 MAR 2008 Comms1 page 1 of 2

Member's name: [Redacted]

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

JOHN SPOLLAN

Constituency

WALLEY

Office use only

Cost: [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 1 / 1 / 06 to 29 / 2 / 08 Allowance year 2007 / 08

Description of service or goods	Amount
STAMPS	£ 1118 : 40 p
ENVELOPES	£ 67 : 50 p
PAPER	£ 99 : 08 p
PAPER	£ 13 : 36 p
INK	£ 150 : 17 p
POSTAGE	£ 16 : 30 p
	£ : p

Office use only [Redacted]

Total

£ 1464 : 81 p

Authorisation and declaration

I claim reimbursement of these costs which I incurred wholly, exclusively and necessarily in the performance of my Parliamentary duties.

Signature

[Redacted Signature]

MP

Date

19 / 3 / 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 SW1A 0AA

Office use only

Initials / Date

Input subtotals per Cat 5

Validation
completed

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	£
	£

Comments

ASB 1000 SHEETS. 13.36

To

JOHN SPELLAR

Tax Date	Customer Order No	Account Number
05/10/07		

Our Ref No	Rep

Delivered To

JOHN SPELLAR

All orders are supplied subject to the company's conditions of sale. Terms as agreed.

FSC Licence No. TT-COC-2026 PEFC Licence No. BMT-PEFC-0153

Quantity	Unit Of Sale	Product Code	Customer Prod Ref	Product Description	Weight kg	Price £	Goods £	VAT Rate %	Customer Reference
5000	SHEET			EDIXION BOARD WHITE_(1250s Carton) A4 210 X 297MM 200MIC	46.800	11.37/TH	56.85	17.50	

£	56.85		56.85
VAT	9.95		9.95
	17.50%		
TOTAL DUE £			66.80

ACCOUNT PAID WITH THANKS

ASB 7000 SHEETS. 40.80

LETTER. 10000 SHEETS 58.28

99.08

To

JOHN SPELLAR

Tax Date	Customer Order No	Account Number
03/10/07		

Our Ref No	Rep

All orders are supplied subject to the company's conditions of sale. Terms as agreed.

Delivered To

JOHN SPELLAR

FSC Licence No. TT-COC-2026 PEFC Licence No. BMT-PEFC-0153

Quantity	Unit Of Sale	Product Code	Customer Prod Ref	Product Description	Weight kg	Price £	Goods £	VAT Rate %	Customer Reference
50000	SHEET			YES SILVER SMARTWRAP PEFC CREDITMATERIAL A4 210MM X 297MM 80GM 500SH/PAC1250.000		4.96/TH	248.00	17.50	

£	248.00	248.00
VAT	43.40	43.40
	17.50%	
TOTAL DUE £		291.40

ACCOUNT PAID WITH THANKS

Desklop

OFFICE
SUPPLIES

For all your Office needs!

John Spellar M.P.

INVOICE No. : [REDACTED]

Invoice Date: 18/02/08

INVOICE

Description	Product Code	Quantity	Price	Tax	Total Amount
DL Self Seal White Window Envelopes	[REDACTED]	5 Boxes	£11.49	1 Box	£57.45
<i>Goods Total</i>					£57.45
VAT @ 17.5 %					£10.05
INVOICE TOTAL					£67.50

DeskTop

OFFICE SUPPLIES

For all your Office needs!

John Spellar M.P.

INVOICE No. : [REDACTED]

Invoice Date: 18/02/08

INVOICE

Description	Product Code	Quantity	Price	Per	Total Amount	
DL Self Seal White Window Envelopes	KF3455	5 Boxes	£11.49	1 Box	£57.45	
Special instructions					Goods Total	£57.45
					VAT @ 17.5 %	£10.05
					INVOICE TOTAL	£67.50



21/02/2008

S/a 2ndx100		
10 @ 24.00		240.00
TOTAL DUE TO POST OFFICE		240.00
Cheque	FROM CUSTOMER	240.00
BALANCE		0.00

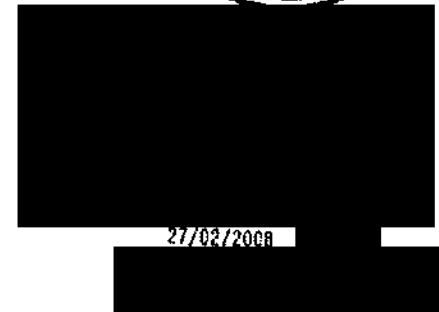
Thank You



06/03/2008

2nd class stmp		
660 @ 0.24		158.40
TOTAL DUE TO POST OFFICE		158.40
Cash	FROM CUSTOMER	158.40
BALANCE		0.00

Thank You



27/02/2008

S/a 2ndx100		
30 @ 24.00		720.00
TOTAL DUE TO POST OFFICE		720.00
Cheque	FROM CUSTOMER	720.00
BALANCE		0.00

Thank You





Post Office Ltd.
Your Receipt



18/01/2008

Post Label 1PK		
1 @	2.38	2.38
Post Label 1LL		
1 @	0.98	0.98

TOTAL DUE TO POST OFFICE 3.35

Cash	FROM CUSTOMER	3.35
BALANCE		0.00

PLEASE RETAIN THIS RECEIPT AS PROOF
OF POSTING FOR ITEMS LISTED BELOW

ITEM NO	BUILDING NAME OR NUMBER	POSTCODE
1
2
3
4

Thank You



Post Office Ltd.
Your Receipt



05/02/2008

Post Label 2		
6 @	1.52	9.12
Post Label 2		
1 @	1.52	1.52
Post Label 2		
1 @	2.30	2.30

TOTAL DUE TO POST OFFICE 12.94

Cash	FROM CUSTOMER	20.00
Cash	TO CUSTOMER	7.06
BALANCE		0.00

Thank You