



12P  
Communications Allowance  
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

MARK FISHER

Constituency

STOKE ON TRENT CENTRAL



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 / 10 / 2007 to 18 / 01 / 2008 Allowance year 2007 / 2008

12

Suppliers

Amount

Suppliers	Amount
Vodafone	£ 42 : 12 p
Direct Copies Services Ltd	£ 4 : 23 p
Cjasset	£ 197 : 32 p
BT	£ 88 : 78 p
Banner	£ 112 <sup>26</sup> : 50 <sup>23</sup> p
BT	£ 58 : 19 p
Banner	£ 46 : 91 p
Banner	£ 0 : 16 p

M 281119

Total: £421.82

Authorisation and declaration

Signature



costs incurred wholly,  
Parliamentary duties.

MP

Date

23/1/08

**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**

PAYMENT DUE 30 DAYS NETT MADE  
 PAYABLE TO D.C SERVICE LTD  
 UNLESS BEING PAID: BACS/S.O/DD

**CUSTOMER:-**

MARK FISHER

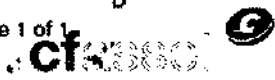
**DELIVERY ADDRESS:-**

Machine Location:

MARK FISHER

LINE	PRODUCT CODE	DESCRIPTION	QUANTITY	UNIT OF ISSUE	UNIT PRICE	AMOUNT	VAT
1		Model: [REDACTED] COPIER					
2		Serial Number: [REDACTED]					
3		Estimated Reading on 27/09/07	6883				
4		Estimated Reading on 17/12/07	7374				
5		Copies Used	491				
6		COPIES ON [REDACTED] COPIER	491	COPY	0.733p	3.60	1
7		PERIOD : 27/09/07 TO 17/12/07					

CODE	RATE	VAT ANALYSIS			
		GOODS AMOUNT	VAT		
1	17.50%	3.60	0.63	GOODS	3.60
				VAT	0.63
				TOTAL	4.23



Customer Services TN-76

Mark Fisher MP

**LEASING RENTAL INVOICE**

Lease Rental	£	152.00
Customer Insurance	£	18.72
VAT Thereon at 17.5%	£	26.60
Total Amount Payable on 03/03/2008	£	<u>197.32</u>

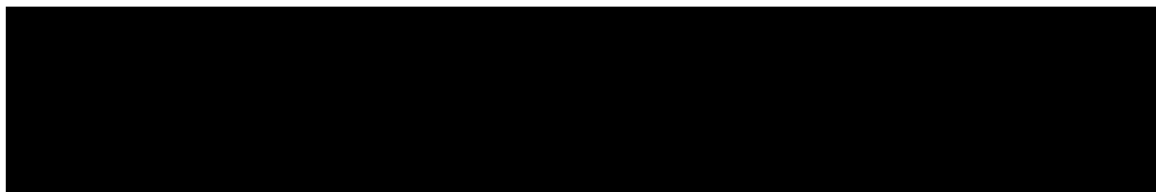
**PAYMENT DUE ON RECEIPT OF INVOICE**

This invoice is issued by CF Asset Finance Limited - VAT Reg. No. [REDACTED]

**IMPORTANT NOTICE**

**IF THIS INVOICE IS TO BE PAID BY CHEQUE, PLEASE ENSURE YOUR AGREEMENT NUMBER AND THIS INVOICE NUMBER ARE QUOTED ON THE REVERSE OF YOUR CHEQUE.**

\* Telephone calls may be recorded for security purposes and monitored under our quality control procedures.



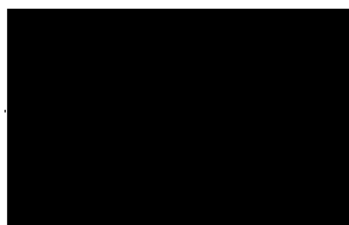
MARK FISHER MP



Bringing it all together

Date  
2 January 2008

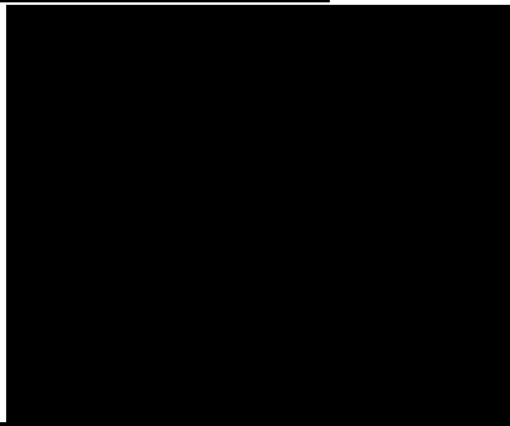
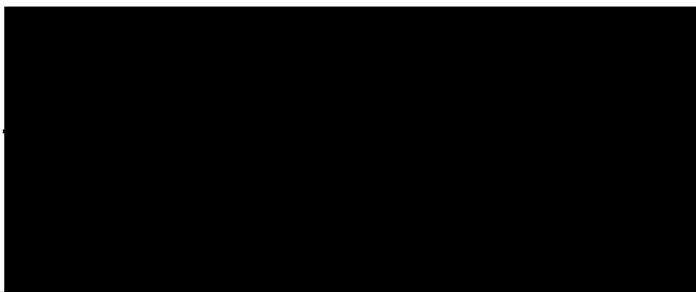
If you have a query  
please see reverse for  
our contact details.



## BT Commitment



Cost of calls	£ 27.30
Package benefits BT Commitment	£ 0.00
Rental charges	£ 44.43
Payment charges	£ 4.50
VAT	£ 12.55
<b>Total now due</b>	<b>£ 88.78</b>



# Invoice



**PAYMENT SLIP**  
Please see reverse  
for terms of business  
and how to pay

Invoice To :  
Mark Fisher MP

Charge To :  
Mark Fisher MP

Banner Business Supplies Ltd

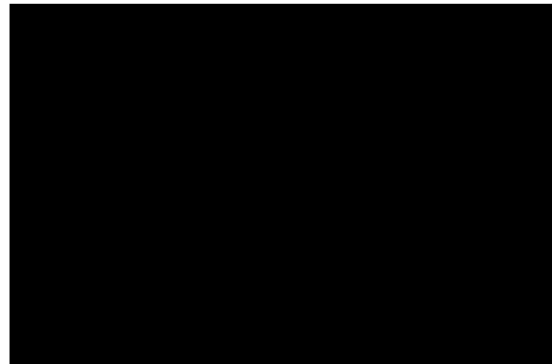
Page 1 Of 1 Date 13/01/2008  
Acc.No. Order Date 11/01/2008  
Order  
C.A.R.

Delivered To :  
Mark Fisher MP

Customer Services  
Telephone No :  
Fax No :

Acc. No. :  
Inv. No. :  
Inv. Date: 13/01/2008  
Amt. Due : 26.23

Line No.	Line Ref.	Product Code	Product Description	Quantity	U.O.M.	Unit Price	Tax Date	Line Total (excl VAT)	VAT Rate	Line VAT
1		0080239	POST-IT NOTES 38x51 WARM NEON R/BOW	1	PACK12	4.3300	11/01/08	4.33	17.5	0.76
2		0440618	AGENDA2 LETTER TRAY 55mm CHARCOAL	1	EACH	6.5800	11/01/08	6.58	17.5	1.15
3		9240001	BANNER MEDIUM BALLPOINT PEN BLACK	1	BOX50	0.6700	11/01/08	0.67	17.5	0.12
4		9100101	BANNER TELEPHONE MESSAGE BOOK 200	1	EACH	5.3000	11/01/08	5.30	17.5	0.93
5		0440382	HAGC WIRE LETTER TRAY GREY	2	EACH	2.7200	11/01/08	5.44	17.5	0.95



V.A.T. Summary

Sales Order Total (VAT excl) 22.32

Rate	Taxable Sum	V.A.T. Amount
17.50	22.32	3.91

Settlement : None  
Discount Terms :

INVOICE GOODS	22.32
INVOICE V.A.T.	3.91
<b>INVOICE TOTAL</b>	<b>26.23</b>

**Please  
return  
the slip**

from final page  
of invoice with  
your payment  
by

10/02/2008



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THE LABOUR PARTY  
MR MARK FISHER MP



Bringing it all together

Date  
**2 January 2008**

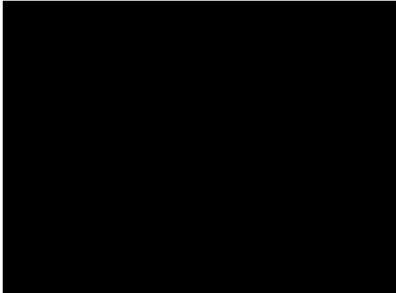
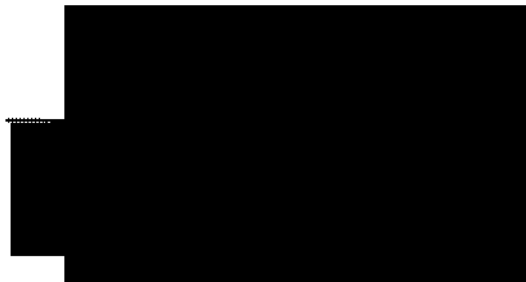
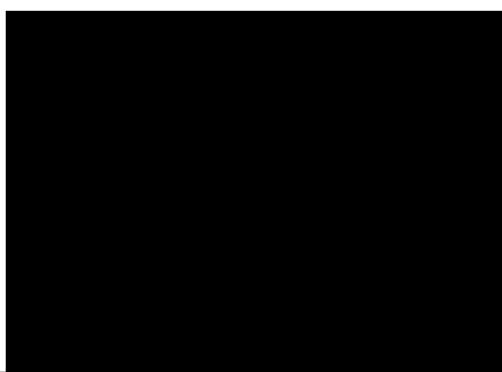
If you have a query  
please see reverse for  
our contact details.

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## BT Commitment



Cost of calls	£ 1.27
Package benefits	£ 0.00
BT Commitment	
Rental charges	£ 44.43
Payment charges	£ 4.50
VAT	£ 7.99
<b>Total now due</b>	<b>£ 58.19</b>



# Invoice



**PAYMENT SLIP**  
Please see reverse  
for terms of business  
and how to pay

Invoice To [REDACTED]  
Mark Fisher MP

Charge To :  
Mark Fisher MP

Banner Business Supplies Ltd

Delivered To :  
Mark Fisher MP

Customer Services  
Telephone No [REDACTED]  
Fax No [REDACTED]

Page 1 of 1 Date 18/01/2008  
Acc. No. [REDACTED] Order Date 17/01/2008  
Order [REDACTED]  
C.A.R. [REDACTED]

Sales Order No : [REDACTED]

Acc. No. : [REDACTED]  
Inv. No. : [REDACTED]  
Inv. Date: 18/01/2008  
Amt. Due : 46.91

Line No.	Line Ref.	Product Code	Product Description	Quantity	U.O.M.	Unit Price	Tax Date	Line Total (excl VAT)	VAT Rate	Line VAT
1		0440618	AGENDA2 LETTER TRAY 55mm CHARCOAL	2	EACH	6.5800	17/01/08	13.16	17.5	2.30
2		0440621	AGENDA2 VARIABLE HEIGHT RISERS CH	1	SET5	1.5300	17/01/08	1.53	17.5	0.27
3		9405024	BANNER A4 PAPER COV L/A FILE 70 BL	1	EACH	2.2800	17/01/08	2.28	17.5	0.40
4		9405023	BANNER A4 PAPER COV L/A FILE 70 RED	1	FILE	2.2800	17/01/08	2.28	17.5	0.40
5		9405025	BANNER A4 PAPER COV L/A FILE 70 GN	1	FILE	2.2800	17/01/08	2.28	17.5	0.40
6		9400404	BANNER A4 PAPER COV L/A FILE 70 YE	1	EACH	2.2800	17/01/08	2.28	17.5	0.40
7		9280006	SPACEWORX GIANT WAVY PAPERCLIP	1	BOX100	1.5900	17/01/08	1.59	17.5	0.28
8		9100018	BANNER 203x127 SPRL SH N/BOOK 160P	10	BOOK	0.0700	17/01/08	0.70	17.5	0.12
9		9100025	BANNER A4 FT WIRE REFILL PAD 160P	1	PACK10	12.7000	17/01/08	12.70	17.5	2.22
10		9100002	BANNER 105x130mm DUPLICATE BOOK	1	BOOK	1.1200	17/01/08	1.12	17.5	0.20

**Please return the slip**  
  
from final page of invoice with your payment by

V.A.T. Summary

Sales Order Total (VAT excl) 39.92

Rate	Taxable Sum	V.A.T. Amount
17.50	39.92	6.99

VAT Registration : [REDACTED]

Settlement : None  
Discount Terms :

INVOICE GOODS	39.92
INVOICE V.A.T.	6.99
<b>INVOICE TOTAL</b>	<b>46.91</b>



# Payment Slip

Please return this slip with your payment

**Banner Business Supplies Limited**  
PO Box 524  
St Crispins  
Duke Street  
Norwich NR3 1QU  
Fax: 01603 696522  
Email: [cashiers@office2office.biz](mailto:cashiers@office2office.biz)



## Terms of Business

- 1 Items may be returned within 5 working days following delivery. Returns are subject to you obtaining an office2office returns reference number, products must be returned in the original packaging, in "as new condition" and fit for resale.

Direct delivery items, bespoke or customised products or non-catalogue items are non-returnable without the express permission of office2office.

- 2 Where there is a shortfall in delivery, the delivery is incorrect or there are items which are damaged on arrival, you may return these items within 5 working days following delivery providing you obtain an office2office returns reference number.
- 3 **If you fail to comply with the requirements of clauses 1 & 2, office2office retains the right, at its sole discretion, to refuse to refund the products or to charge you incurred costs, and deduct those from any refund. Returns must not be posted back to office2office as this could affect any subsequent credit for items being returned.**

Upon acceptance of your returned item(s), office2office will credit your account or card.

- 4 All payments due should be made within 28 days of invoice date.

## How to pay this invoice

- 1 By BACS or Bank Giro Credit Transfer. Please quote the following payment details:
  - Bank Sort Code 20-00-00
  - Bank Name Barclays Plc
  - Branch PO Box 544, 54 Lombard Street, London EC3V 9EX
  - A/C Name Banner Business Supplies
  - A/C Number 00427241
  - IBAN GB82 BARC 2000 0000 427241
  - Swift/BIC BARCGB22

Please send the Payment Slip above, cross-referenced to your payment instruction, to the address shown on the slip or fax or email.

- 2 By cheque or payable order. Please make out to Banner Business Supplies Ltd (crossed 'Account Payee Only') and send, together with the Payment Slip above, to the address on the slip.

## Notes

- 1 Your own remittance advice(s) may replace the Payment Slip above providing all relevant invoice numbers are quoted, thus enabling us to credit your account correctly. This can be posted, faxed or emailed.
- 2 **Aggregated Payments.** If you are paying more than one invoice, attach all the relevant payment slips to your payment or, if you are paying by BACS or a credit transfer method, send them to The Cashier, Banner Business Supplies Ltd, quoting your payment reference. Credit Notes may also be included, and the net amount paid.
- 3 Only include invoices for Banner Business Supplies Ltd in your payment.

# Invoice



## PAYMENT SLIP

Please see reverse  
for terms of business  
and how to pay

Invoice To : [Redacted]

Charge To :

Banner Business Supplies Ltd

Mark Fisher MP

Mark Fisher MP

Page 1 Of 1 Date 13/01/2008

Delivered To :

Customer Services  
Telephone No : [Redacted]  
Fax No : [Redacted]

Acc. No. [Redacted] Order Date 11/01/2008

Mark Fisher MP

Order [Redacted]

Sales Order No : [Redacted]

C.A.R. [Redacted]

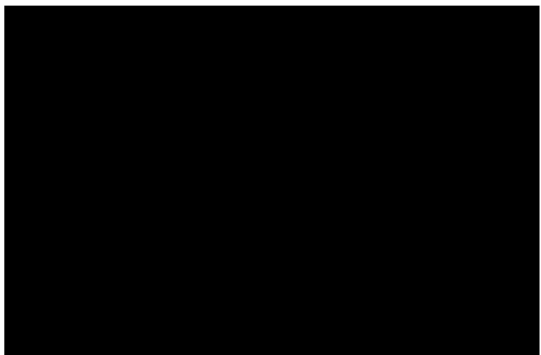
Acc. No. : [Redacted]

Inv. No. : [Redacted]

Inv. Date: 13/01/2008

Amt. Due : 0.16

Line No.	Line Ref.	Product Code	Product Description	Quantity	U.O.M.	Unit Price	Tax Date	Line Total (excl VAT)	VAT Rate	Line VAT
1		9383005	BANNER PLN MANILLA 10PT A4 COL DIV	2	SET	0.0700	11/01/08	0.14	17.5	0.02



### V.A.T. Summary

Sales Order Total (VAT excl) 0.14

Rate	Taxable Sum	V.A.T. Amount
17.50	0.14	0.02

VAT Registration : [Redacted]

INVOICE GOODS	0.14
INVOICE V.A.T.	0.02
<b>INVOICE TOTAL</b>	<b>0.16</b>

Settlement : None  
Discount Terms :

**Please  
return  
the slip**

from final page  
of invoice with  
your payment  
by

10/02/2008



FINANCE & ADMINISTRATION  
HOUSE OF COMMONS

# Communications Allowance

## Direct payment of suppliers

03 APR 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

MARK FISHER

Constituency

STOKE - ON - TREAT CENTRAL



### 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 31/03/08 to 31/03/08

Allowance year

07/08

Suppliers

Amount

<sup>x1</sup>  
Smith Davis Press

£ 5940.00p

£ : p

£ : p

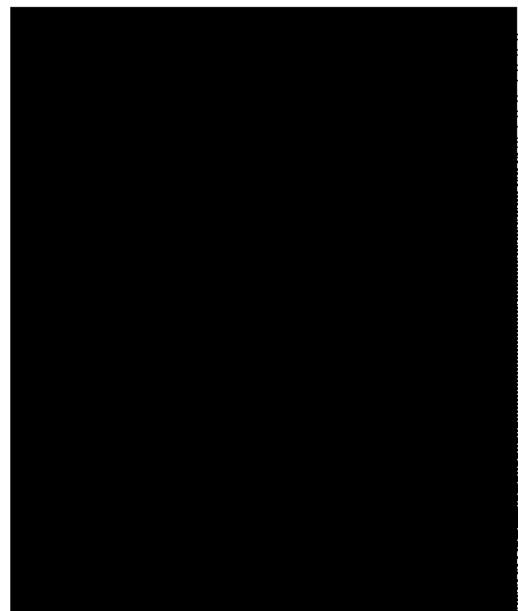
£ : p

£ : p

£ : p

£ : p

£ : p



### Authorisation and declaration

of costs incurred wholly,  
by Parliamentary duties.

Signature

I

MP

Date

2/4/08

**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**

# Smith Davis P R E S S

## INVOICE

VAT Reg. No. [REDACTED]

Date 31 MAR 08

Invoice Address

Mark Fisher MP

### Description

Production and distribution  
of MP's constituency report  
39,000 copies. A4.

Our Contact

MARK FISHER

Net  
VAT

5940.00  
0.00

Total

5940.00

Payment due by 21 APR 08