



Communications Allowance
Direct payment of suppliers

25 APR 2008

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 FRANCOIS MP

Constituency

RAYLEIGH.

Office use only Coste [Redacted]

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, 03, 08 to 28, 03, 08

Allowance year

07, 08

Suppliers

Amount

Office use only Allow. / Supp ID / Exp.Type (Cat 5)

Table with columns Suppliers and Amount. Includes entries: MP SERVICES - COMPILATION & PRINTING OF ANNUAL REPORT, £ 2585.32, and a total of £ 2,585.32.

[Redacted area containing office use only details]

Authorisation and declaration

Signature

costs incurred wholly, Parliamentary duties.

MP Date 23 APRIL 2008.

**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

Mr Mark Francois MP

Number: [REDACTED]

Account: [REDACTED]

Date: 28 March 2008

### Orders

Order	Quantity	Product		VAT	Price
00820	34945	- MP Annual Reports	Feb08	£0.00	£2,385.32

### Additional Costs

Order	Cost Description	VAT	Price
00820	Dispatch from printer	£0.00	£200.00

Total (excl): £2,585.32

VAT: £0.00

**TOTAL** £2,585.32

09 MAY 2008

Payment due by return

Service that delivers



Communications Allowance  
Direct payment of suppliers

Comms2

page 1 of 2

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Your details

Name  
in CAPITAL LETTERS

MARK FRANCOIS MP

Constituency

RAYLEIGH

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 01 / 01 / 08 to 22 / 03 / 08

Allowance year

07 / 08

Suppliers

Amount

Office use only  
Allow. / Supp ID / Exp.Type

TNT POST (DELIVERY OF ANNUAL REPORT) £ 873 : 33 P

ROYAL MAIL (DELIVERY OF ANNUAL REPORT) £ 814 : 78 P

ROYAL MAIL (DELIVERY OF ANNUAL REPORT) £ 285 : 21 P

£ 1973.32

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

22 Feb 2008

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**Send your completed form to**

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

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**Office use only**

Initials / Date

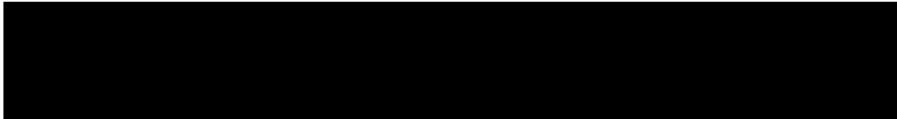
Validation completed

Comments

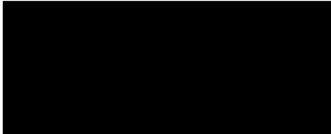
**INVOICE**



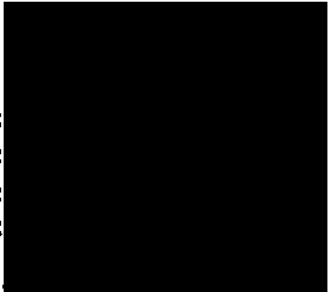
post



To  
Mark Francois MP



Invoice Date :



Invoice Number :

Account Number :

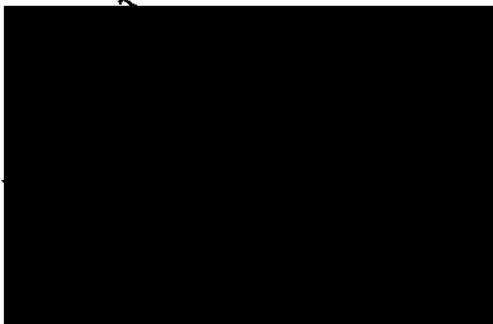
Contract Number :

Commencing Date :

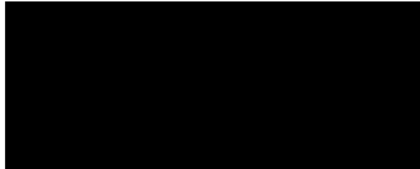
For the attention of  
Mark Francois MP

VAT REGISTRATION NO

Service	Cost	VAT Rate %	VAT
<p>Method of Distribution : Solus Item Title : Mark Francois MP Solus; Mark Francois MP Street Level</p> <p><b>Total Distribution Cost</b> ( 1). 8,407 Leaflets @ £48.50/1000 ( 2). 4,194 Leaflets @ £80.00/1000</p>	£743.26	17.50%	£130.07
<p><i>Special conditions :</i> Advance payment required 7 days prior to distribution commencing.</p>	<b>TOTAL COST</b>		£743.26
	VAT @ 17.50%		£130.07
	<b>TOTAL CHARGE.</b>		£873.33



29 FEB 2008



Invoice number  
 Invoice date  
**14 Feb 2008**  
 Page  
**1** of 1

To  
**MARK FRANCOIS MP**



# Invoice

Account held at  
**MARK FRANCOIS MP**



Customer account number



Legal entity number



Terms  
**30 days**  
 Please pay by  
**15 Mar 2008**

Despatch no.	Posting date	Sender's ref.	Format	Service	Quantity	Weight(kg)	Unit post (£)	Net value	VAT
	1 Feb 2008			DOOR TO DOOR	5,116			285.21	E
				5116 ITEMS AT 5.575 PENCE					

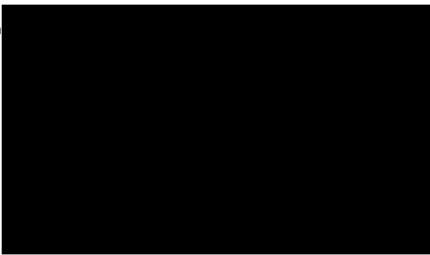
Total Net		<b>285.21</b>
Total VAT	E = exempt	<b>0.00</b>
<b>Total</b>		<b>285.21</b>

## Payment advice

## Paying by BACS?



Pa



Total amount due  
**£285.21**

Your cheque number

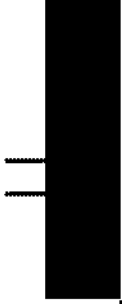
Amount tendered

Customer name/  
 Customer account number  
**MARK FRANCOIS MP**

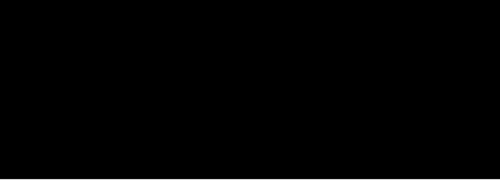
Invoice Number



Invoice number  
 Invoice date  
**21 Feb 2008**  
 Page  
**1** of 1

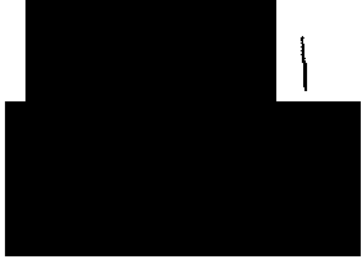


To  
**MARK FRANCOIS MP**



# Invoice

Account held at  
**MARK FRANCOIS MP**



Customer account number



Legal entity number



Terms  
**30 days**

Please pay by  
**22 Mar 2008**

Docket no.	Posting date Poster	Sender's ref. Contract no.	Format	Service Quantity	Weight(kg)	Unit cost (£)	Net value	VAT
		N		DOOR TO DOOR 14,615 14615 ITEMS AT 5.575 PENCE			814.78	E

Total Net	814.78
Total VAT	E = exempt 0.00
<b>Total</b>	<b>814.78</b>

21 Feb 2008

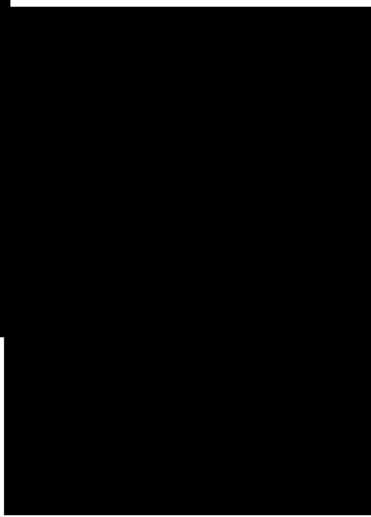


## Payment advice

Total amount due  
**£814.78**

For Royal Mail use only

Office code	Bank code	Rec'd by	Input by
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>







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**Direct payment of suppliers**

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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

MARK FRANCOIS

**Constituency**

RAYLEIGH

Office use only

Costs

M

**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 31, 03, 08 Allowance year 07, 08 ✓

**Suppliers**

**Amount**

ROYAL MAIL (DELIVERY ANNUAL REPORT) 142.88 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**

**Data protection**

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**Send your completed  
form to**

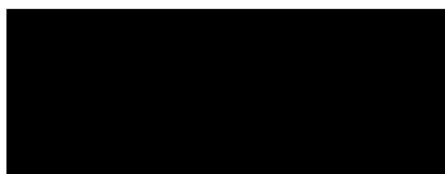
Validation Team, Operations Directorate,  
Department of Finance & Administration, House of Commons, London SW1AA

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**Office use only**

Initials / Date

Validation  
completed**Comments**



Invoice number [redacted]  
 Invoice date **28 Feb 2008** ✓  
 Page **1** of 1

To **MARK FRANCOIS MP** ✓



# Invoice

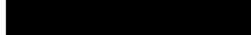
Account held at  
**MARK FRANCOIS MP**



Customer account number



Legal entity number



Terms  
**30 days**

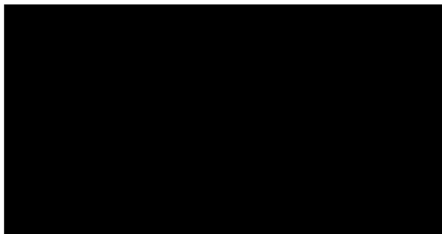
Please pay by  
**29 Mar 2008**

Docket no.	Posting date POSTAL	Sender's ref. Contract no.	Format	Service Quantity	Weight(kg)	Unit cost (£)	Net value	VAT
[redacted]	[redacted]	[redacted]	[redacted]	<b>DOOR TO DOOR</b> 2,563 2563 ITEMS AT 5.575 PENCE			142.88	E

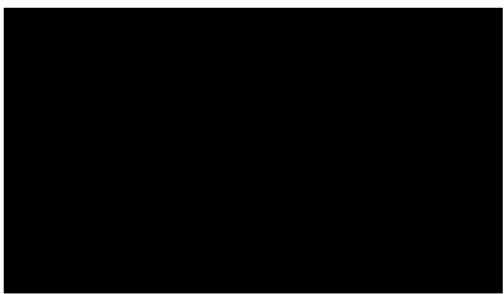
Total Net **142.88**

Total VAT E = exempt **0.00**

Total **142.88** ✓



## Payment advice



Total amount due  
**£142.88**