



Communications Allowance
Direct payment of suppliers

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

MICHAEL MEACHER

Constituency

Oldham West - Royton

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 1st, Jan, 08 to 31, Jan, 08

Allowance year

07-08

Suppliers

Amount

Office use only

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

Letterbox Works

£ 2,475.00 p

antwork

£ 300.00 p

Church Lane Management

£ 138.00 p

printwork

£ 1,420.00 p

£ : p

£ : p

£ : p

£ : p

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

7 Feb 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.

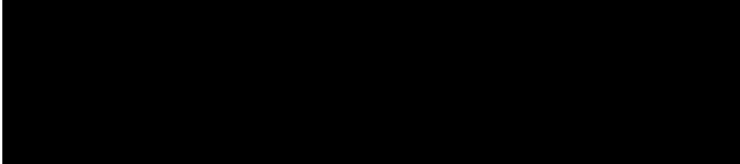
For the purposes of the Freedom of Information Act 2000 the House of Commons Administration is a Public Authority and therefore the information it holds will fall within the scope of that Act.

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).

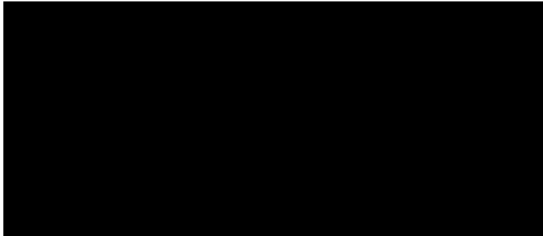
Send your completed form to

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

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

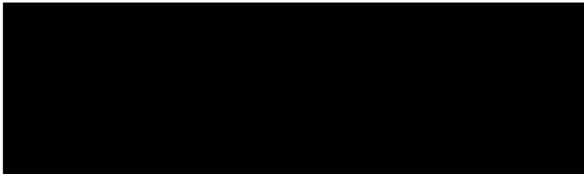


theletterboxworks




Customer Details

THE RT HON MICHAEL MEACHER



Date 29/01/2008

Invoice No. 

LEAFLET DISTRIBUTION	AREA QTY
PRO FORMA INVOICE	X 1000
OLDHAM DELIVERY (SOLUS)	33.000
	
Delivery Dates: W/C 29th January 2008	



Leaflet Total	33.000
Cost per Thousand	£75.00
Sub Total	£2,475.00
You Pay this Amount	£2,475.00

Michael Meacher, MP

DATE

25 January 2008

INVOICE

Job Ref	Unit cost	Amount
Artwork/design of Oldham West and Royton 2007/8 parliamentary annual report	12 hours at £20.00 per hour	£240.00
	Printing of proof copies for approval £10 per set.	£10.00
Artwork/design of Oldham West and Royton Letterhead	2.5 hours at £20.00 per hour	£50.00
	Total	£300.00

CHURCH LAKE MANAGEMENT

INVOICE

Invoice No [REDACTED]

Invoice to:
Michael Meacher,

[REDACTED]

Date of Invoice: January 29th 2008

Nature of Invoice	Amount
Quarterly charge for hire of folder and envelope stuffer (for direct mail to constituents) – Part payment	£138.00

[REDACTED]



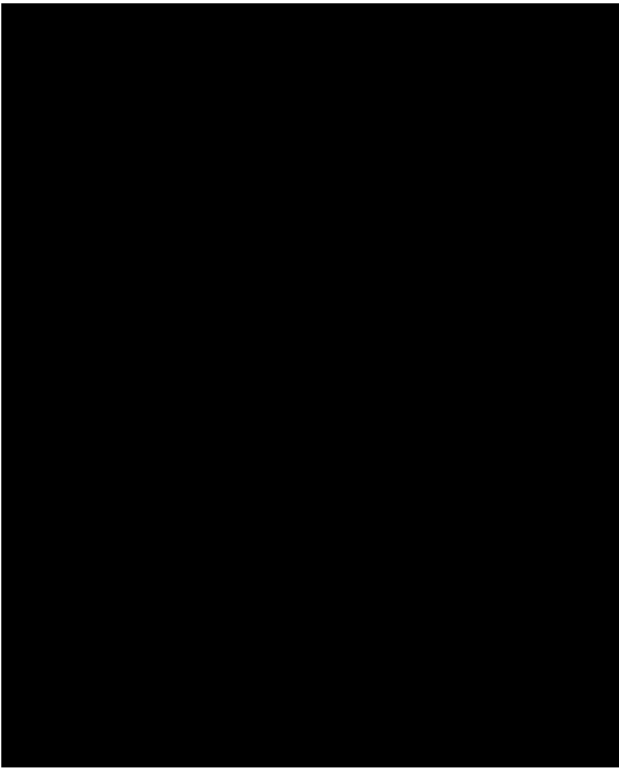
Invoice



Customer name Michael Meacher MP
Tel No. [Redacted]
Contact name [Redacted]
Date of delivery / collection 1/2/08

Address _____

Please accept our delivery note and invoice as follows

Quantity	Description	Price £
33,000	4 page A4 leaflets 4 colour	1420.00
		

Received by _____
Amount Paid _____
Cheque / Cash _____

Sub Total	1420.00
Vat @ %	-
Total Inc. Vat	1420.00





FINANCE & ADMINISTRATION HOUSE OF COMMONS

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Your details

Name
in CAPITAL LETTERS

MICHAEL MEACHER

Constituency

Oldham West & Royton

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 Jan 08 to 31 Mar 08

Allowance year 07-08

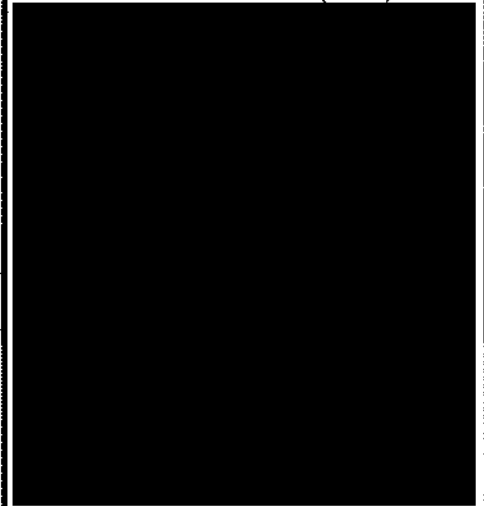
Suppliers

Amount

Suppliers	Amount
Church Lane Management (hire of folders & stamps)	£ 138 :- p
	£ : 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

8 May 08

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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**

CHURCH LANE MANAGEMENT

INVOICE

Invoice No. [REDACTED]

Invoice to:
Michael Meacher MP

Date of Invoice: March 27th 2008

Nature of Invoice	Amount
Quarterly charge for hire of folder and stuffer	£138.00