



Communications Allowance
Direct payment of suppliers

C 4 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

MIKE HANCOCK, MP

Constituency

PORTSMOUTH SOUTH

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 31/3/08 to 31/3/08

Allowance year

2007-2008

Suppliers

Amount

LYRECO UK LIMITED £ 996.59

£ p

£ p

£ p

£ p

£ p

£ p

£ p

£ 996.59

Office use only Allow. / Supp ID / Exp Type

Authorisation and declaration

I confirm that the payments requested are in respect of costs incurred wholly, in respect of my Parliamentary duties.

Signature

Date 03/07/08

**Data protection**

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**Send your completed form to**

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

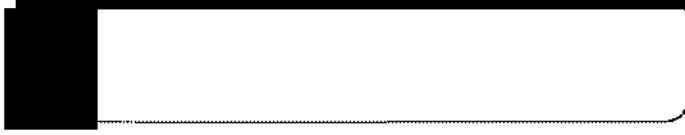
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**Office use only**

Initials / Date

Validation completed

Comments



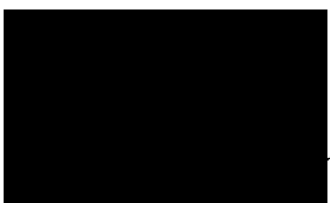
Product Code	Quantity Delivered	Product Description	Unit gross price Excl. VAT	Unit net price Excl. VAT	Total net price Excl. VAT	VAT Code
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Do we have your name and address details correct?  
 If not, please fax your correct details to us on fax number [REDACTED]

Delivery [REDACTED] of 31/03/2008

Order No [REDACTED] of MIKE HANCOCK [REDACTED]

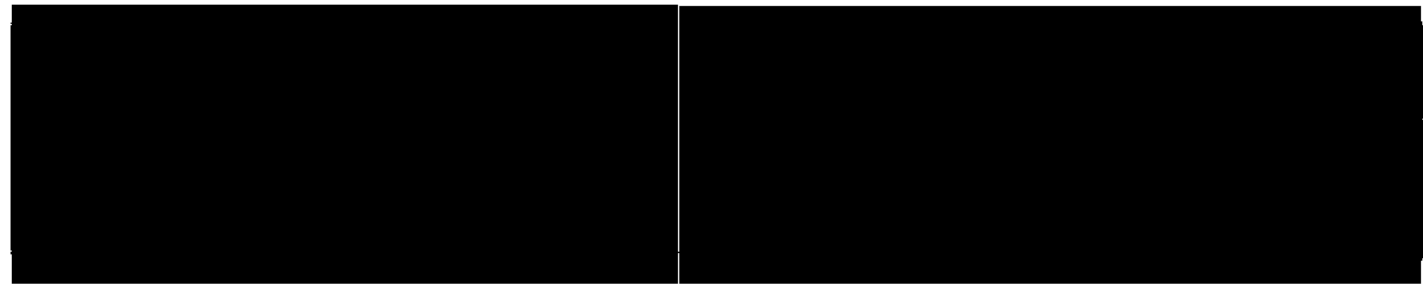
60		EX1000 IMPEGA 90DL MAIL ENV WI DL 90G W		8.80	528.00	1
87		RM500 IMPEGA BUDGET PAPER A3 80GR		3.68	320.16	1



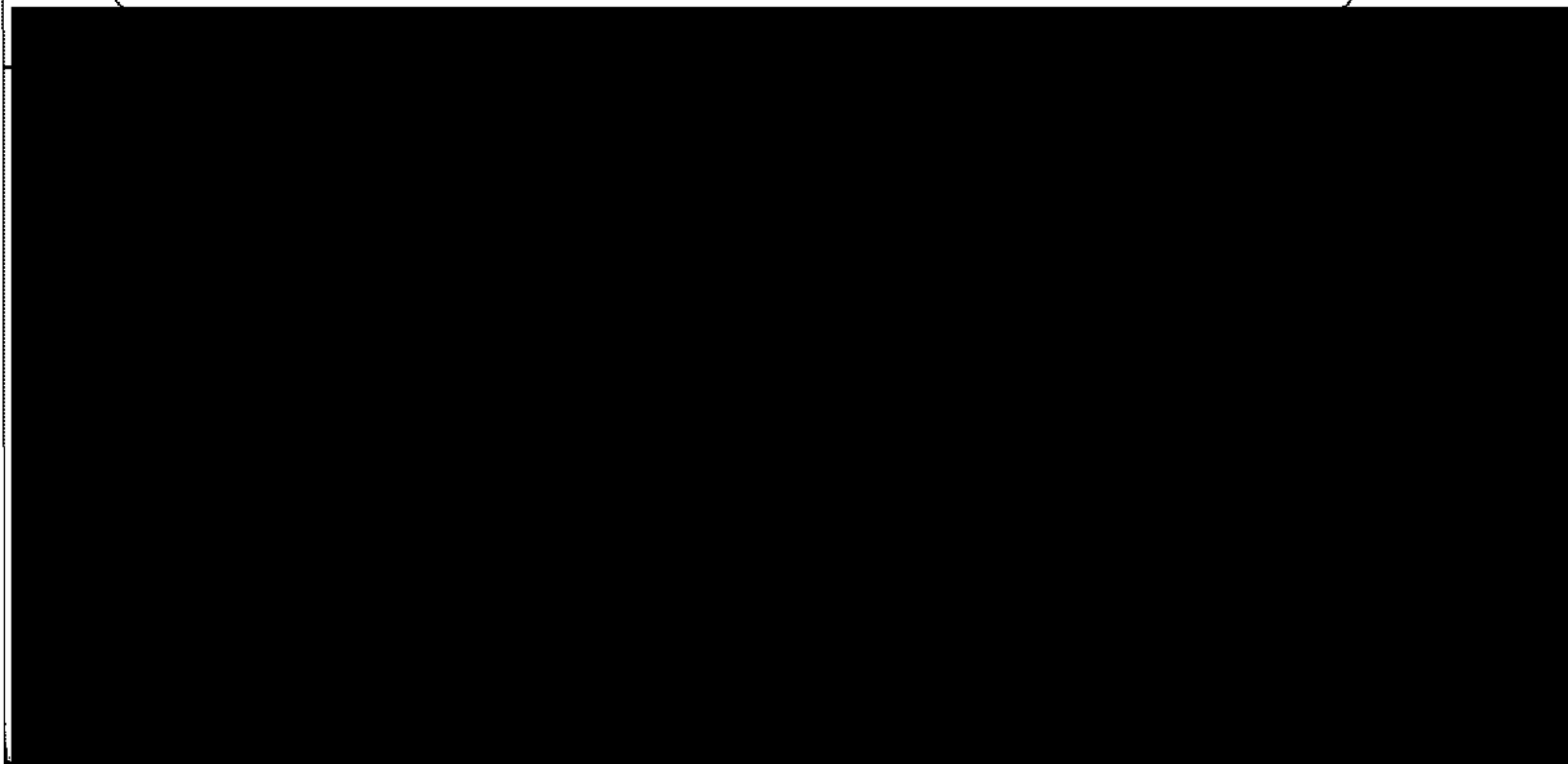
					Total Excl. VAT	848.16
					Total VAT	148.43

VAT code % rate	1	17.50			
Total excl. VAT		848.16			
Freight					
Total VAT		148.43			

Amount Due Inc.VAT GBP **996.59**



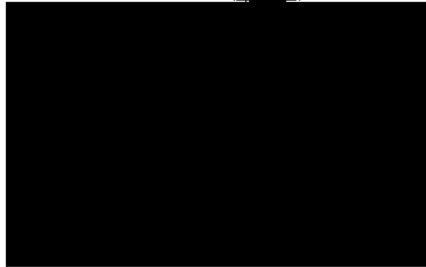
Date	Invoice / Credit note	Amount excl. VAT	Amount incl. VAT
31/03/2008	I [REDACTED]	+ 848.16	+ 996.59
		Total amount due	+ 996.59 GBP





S/a 2ndx100		
11 @ 24.00		<u>264.00</u>
TOTAL DUE TO POST OFFICE		264.00
Cash	FROM CUSTOMER	264.00
BALANCE		0.00





S/a 2ndx100		
3 @ 24.00		72.00
2nd class stamp		
50 @ 0.24		12.00
S/a 1stx100		
4 @ 34.00		136.00
TOTAL DUE TO POST OFFICE		220.00
Cash	FROM CUSTOMER	220.00
BALANCE		0.00

Thank You



Communications Allowance

Comms1

page 1 of 2

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 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

MIKE HANCOCK MP.

Constituency

PORTSMOUTH SOUTH.

Office use

Costs

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 31/3/08 to 31/3/08.

Allowance year

2007/2008.

Description of service or goods

Amount

Description of service or goods	Amount
1- STAMPS.	£ 264.00 p
2- STAMPS.	£ 220.00 p
	£ .00 p
	£ .00 p
	£ .00 p
	£ .00 p
	£ .00 p

Office use only

Allow. / Exp. Type (cat5)

Total

£ 484.00 p

Authorisation and declaration

I claim reimbursement of these costs which I incurred wholly, exclusively and necessarily

Signature

MP

Date

1/4/2008.

**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**

Initials / Date

Input subtotals per Cat \$

Validation completed

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	£
	£

**Comments**





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

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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

MIKE HANCOCK

Constituency

PORTSMOUTH SOUTH.

Office use only

Costs



Claim details

You can only request  
Please ensure

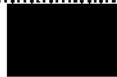
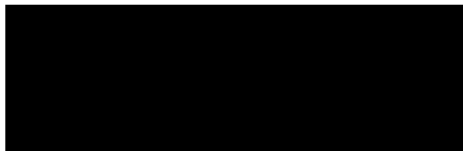
payment to suppliers for goods and services directly relating to Communications Allowance.  
you attach all supplier invoices.

Period of claim

from \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_

Allowance year

2007, 2008



Amount

PARK COMMUNICATIONS LTD £ 990 .00p

£ \_\_\_\_\_ p

£ \_\_\_\_\_ p

£ \_\_\_\_\_ p

£ \_\_\_\_\_ p

£ \_\_\_\_\_ p

£ \_\_\_\_\_ p

£ \_\_\_\_\_ p

Office use only

Allow. / Supp ID / Exp.Type



I confirm that the payments requested are in respect of costs incurred wholly,  
of my Parliamentary duties.

Signature



MP

Date

6<sup>TH</sup> MARCH 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

# Park

## Invoice

Mike Hancock MP

Invoice date: 29 February 2008  
Invoice number: [REDACTED]

Order number:

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PORTSMOUTH SOUTH - LEAFLET

£ 990.00

To print and supply 40,000 copies.

[REDACTED]

Sub total	£	990.00
VAT	£	0.00
Total	£	990.00

[REDACTED]



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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
Constituency

MIKE MANCOCK, MP
PORTSMOUTH SOUTH

Office use only

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 / / to / /

Allowance year

2007, 2008

Unseen 27/12/07

Table with columns: Suppliers, Amount. Row 1: LYRECO, £399.50. Row 2: [Redacted], JAN 2008.

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

Authorisation and declaration

Signature
Version 01 (06/07)

[Redacted Signature]

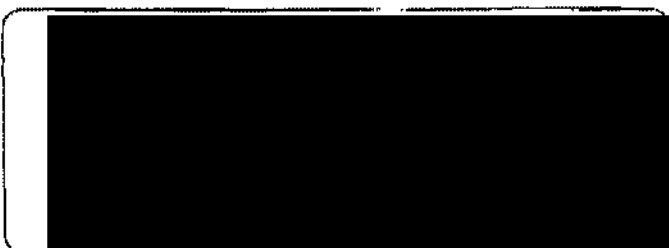
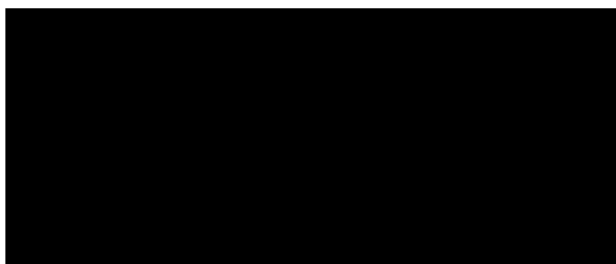
of costs incurred wholly,
by Parliamentary duties.

MP

Date

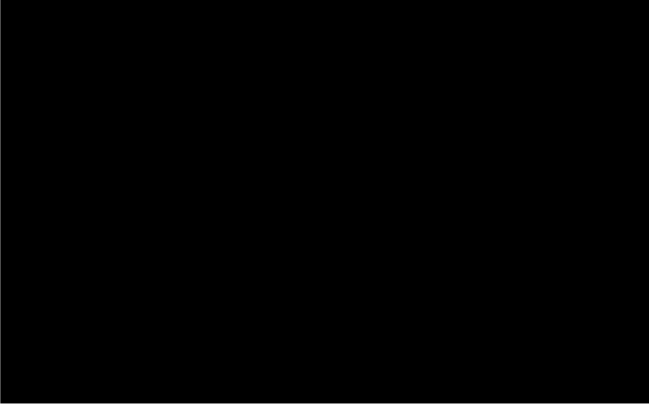
8/02/07

**Lyreco**



Date	Invoice / Credit note	Amount excl. VAT	Amount incl. VAT
31/10/2007	[Redacted]	+ 340.00	+ 399.50
		Total amount due	+ 399.50 GBP

reco



Product Code	Quantity Delivered	Product Description	Unit gross price Excl. VAT	Unit net price Excl. VAT	Total net price Excl. VAT	VAT Code
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Do we have your name and address details correct?  
If not, please fax your correct details to us on fax number: [Redacted]

Delivery of 04/30/2002

Order No. [Redacted]	40	EX1008 EMPEGA SODE MAIL ENV WI DL 900 W Exceptional discount	[Redacted]	10.07 8.50	340.00	1
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Total Excl. VAT 340.00  
Total VAT 59.50

VAT code % rate	1	17.50			
Total excl. VAT		340.00			
Freight					
Total VAT		59.50			
Amount Due Inc. VAT GBP				399.50	



Communications Allowance
Direct payment of suppliers

11 DEC 2007 Comms2 page 1 of 2

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Your details

Name in CAPITAL LETTERS

MIKE HAWCOCK

Constituency

PORTSMOUTH SOUTH

Office use only

Costs

Claim details

You can only request payment to suppliers for goods and services directly relating to Communications Allowance. Please ensure you attach all supplier invoices.

payment to suppliers for goods and services directly relating to Communications Allowance. you attach all supplier invoices.

Period of claim

from \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_

Allowance year

2007 2008

Suppliers

Amount

PRINTED FORMS EQUIPMENT LTD. £ 5287.50 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, my Parliamentary duties.

Sig

[Redacted signature]

MP

Date

8/12/07

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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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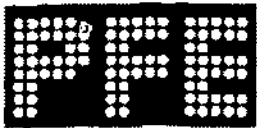
**Office use only**

Initials / Date

Validation  
completed

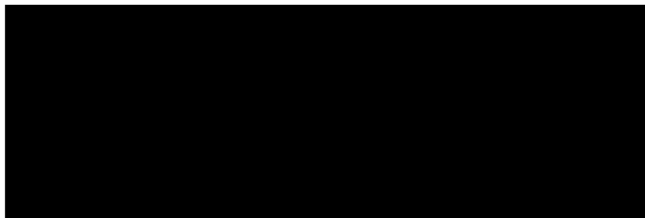
Comments





World Leaders

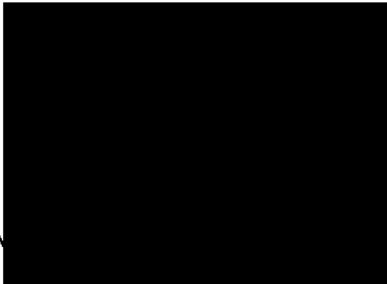
IN MAILROOM TECHNOLOGY



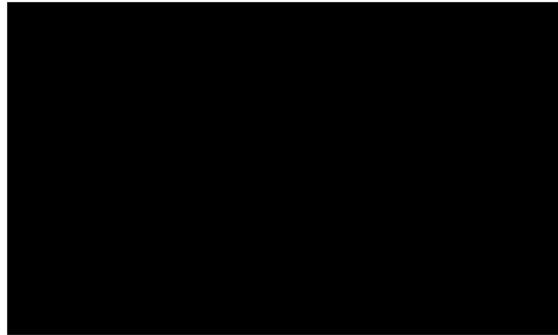
<b>INVOICE</b>	
Invoice No.	
Tax Point	
Page No.	
SO No.	

Invoice Address

Attn: Mike Hancock MP



Delivery Address



Your Order No.	Account No.	Special Instructions
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Part No.	Description	UM	Qty	Price	Disc%	Goods Value
<b>**INVOICE DATED AUGUST IS REQUIRED**</b>						
E1244AA	MM4+ 4 STATION 240v Serial:	EA	1	4500.00		4,500.00
A3251A	NARROW ENV FEED SHAFT	EA	1	0.00		0.00
A0271A	FREE ENVELOPES BOX ASSY	EA	1	0.00		0.00



Due By
30/09/07

V.A.T. %	Goods Total	V.A.T. Total	Invoice Total
17.50 GBP	4500.00 GBP	787.50 GBP	5287.50



**Communications Allowance**  
**Direct payment of suppliers**

23 MAR 2008

**Comms2**  
 page 1 of 2

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**Your details**

Name  
 in CAPITAL LETTERS

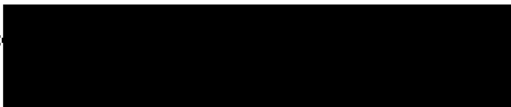
MIKE MANCOCK MP.

Constituency

PORTSMOUTH SOUTH.

Office use only

Cost



**Claim details**

You can only request

payment to suppliers for goods and services directly relating to Communications Allowance.

Please ensure

you attach all supplier invoices.

Period of claim

from \_\_\_ / \_\_\_ / \_\_\_ to \_\_\_ / \_\_\_ / \_\_\_

Allowance year

2007 / 2008

Suppliers

Amount

PLDPS.

£ 1200.00 p

£ \_\_\_\_\_ p

£ \_\_\_\_\_ p

£ \_\_\_\_\_ p

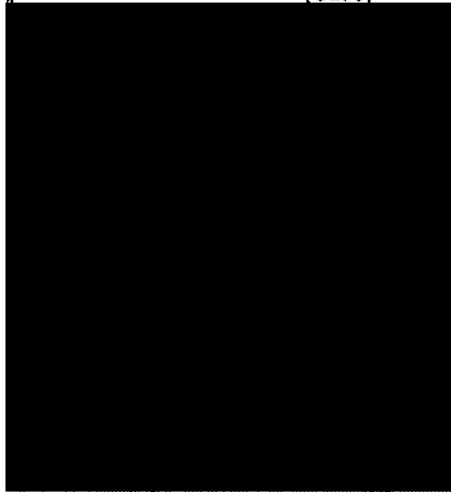
£ \_\_\_\_\_ p

£ \_\_\_\_\_ p

£ \_\_\_\_\_ p

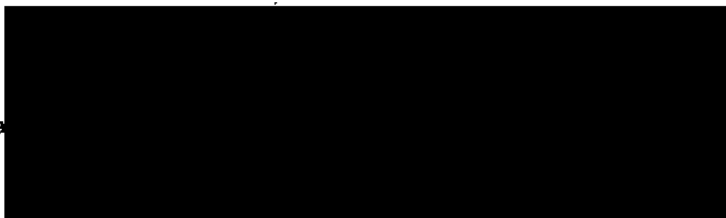
£ \_\_\_\_\_ p

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



**Authorisation and declaration**

Signature



incurred wholly,  
 Parliamentary duties.

Date

26 MARCH 2008

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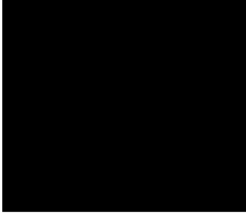
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**Office use only****Initials / Date**

Validation completed

**Comments**

PLDPS



# INVOICE



Mike Hancock MP.



For delivery of Annual Report across Portsmouth South Constituency

£1,200.00

