



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

MOHAMMAD SARWAR

Constituency

Glasgow 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 1/03/08 to / /

Allowance year

07/08

Suppliers

Amount

Yam Publications - Advert £ 590 .00 p

Amina - Advert £ 75 .00 p

£ . p

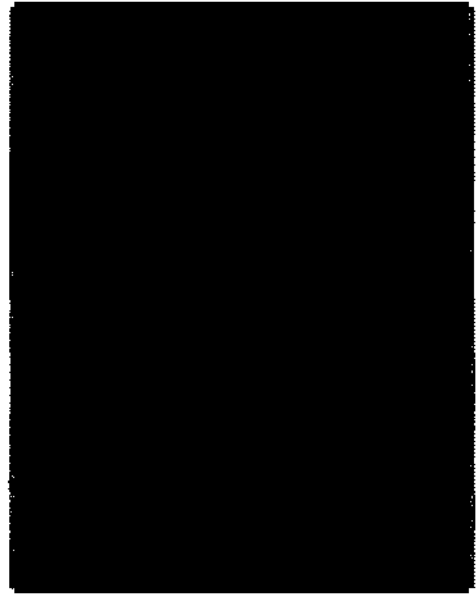
£ . p

£ . 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

[Redacted Signature]

MP

Date

7/4/08

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


S LOCAL NEWS FOR SOUTHSIDERS

W LOCAL NEWS FOR WESTENDERS

INVOICE

7th March '08

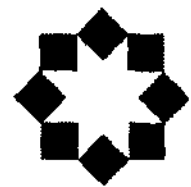

Mohammad Sarwar MP


Advert in March issue (Both)


£590.00

Total Due **£590.00**





MWRC



INVOICE

Invoice to:

[Redacted]	Mr Muhammad Sarwar MP	[Redacted]
[Redacted]		[Redacted]

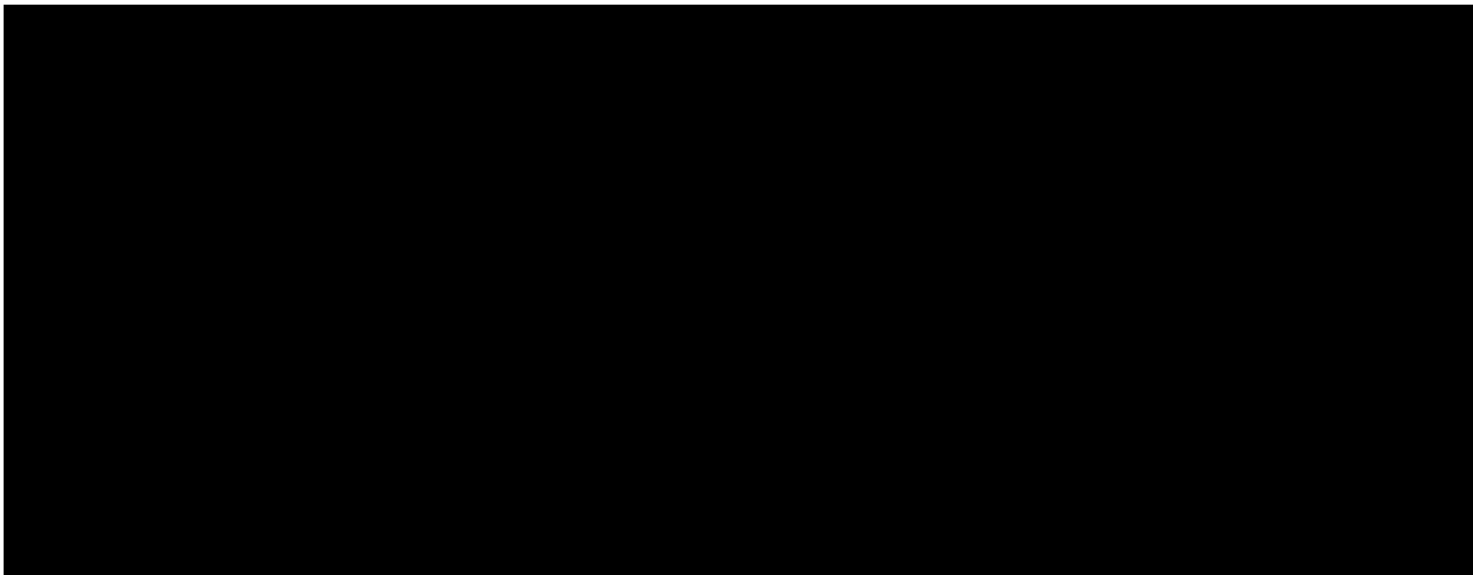
Date:

13 th March 2008

Event:

Advertising on the MWRC Annual Report

Description of service or products	Amount due
½ page Advert for the MWRC Annual Report	£75.00
TOTAL	£ 75.00





FINANCE &
ADMINISTRATION
HOUSE OF COMMONS

Communications Allowance

Direct payment of suppliers

Comms2

page 1 of 2

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Your details

Name
in CAPITAL LETTERS

Mohammad Samwar

Constituency

Glasgow 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 26/02/08 to ___/___/___

Allowance year

07/08 ✓

Suppliers

Amount

Glasgow Southside Media

£ 800.00 p ✓

Hampden Advertising

£ 477.80 p ✓

£ _____ : _____ p

£ _____ : _____ p

£ _____ : _____ p

£ _____ : _____ p

£ _____ : _____ p

£ _____ : _____ p

£ 1,277.80 ✓

Authorisation and declaration

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

Signature

MP

Date

2 April 08

Data protection

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**Send your completed
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Validation Team, Operations Directorate,
Department of Finance & Administration, House of Commons, London SW1AA

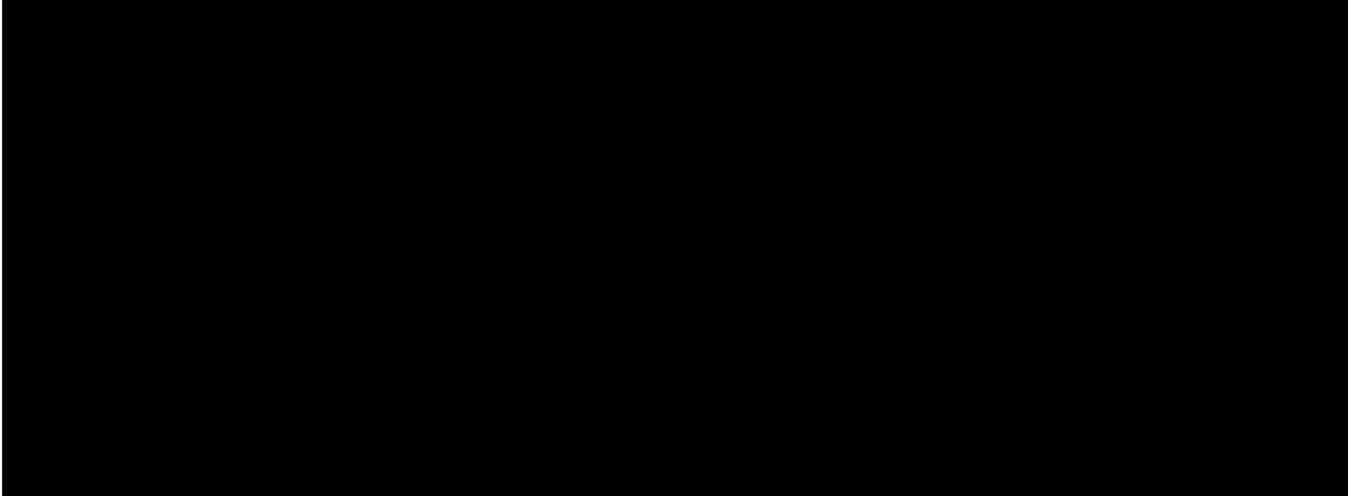
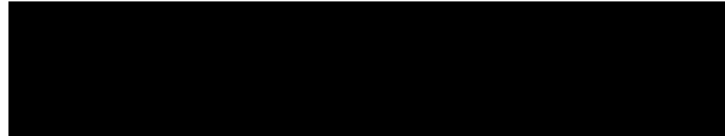
Office use only

Initials / Date

Validation
completed**Comments**

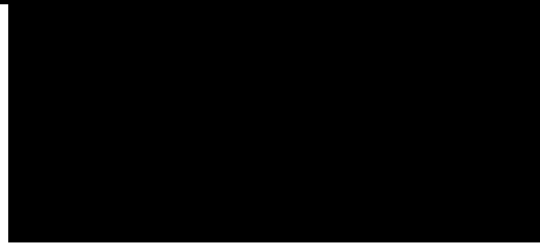
Invoice

Glasgow Southside Media CIC

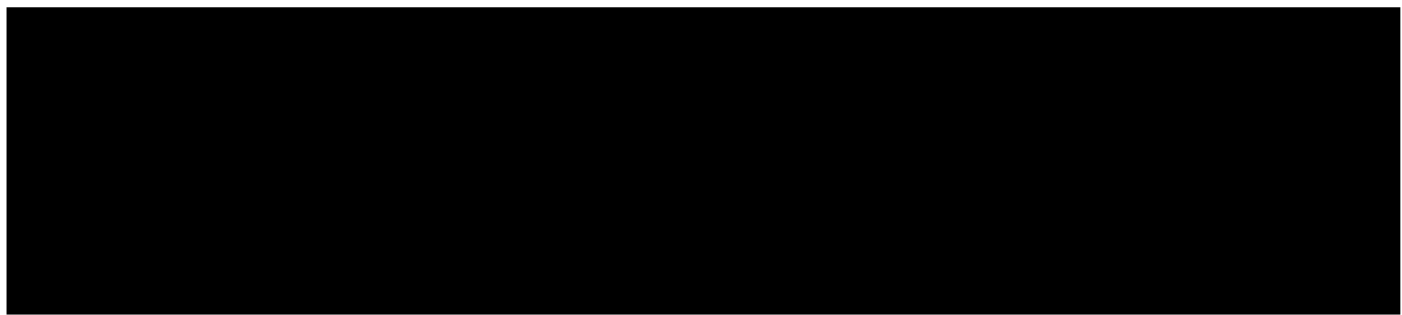


Due Date: 26/04/08

Mohammad Sarwar MP



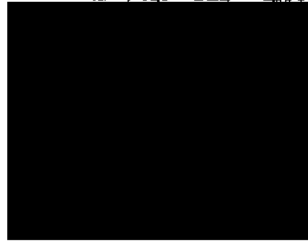
Date	Description	Charge Type	Quantity	Unit Price	Discount	Taxable	Total				
26/02/08	Half page ad G41&G42Apr il08		1.00	£800.00	0.00 %		£800.00				
Subtotal							£800.00				
Tax							£0.00				
Amount Due							£800.00				






HAMPDEN ADVERTISING LTD

INVOICE

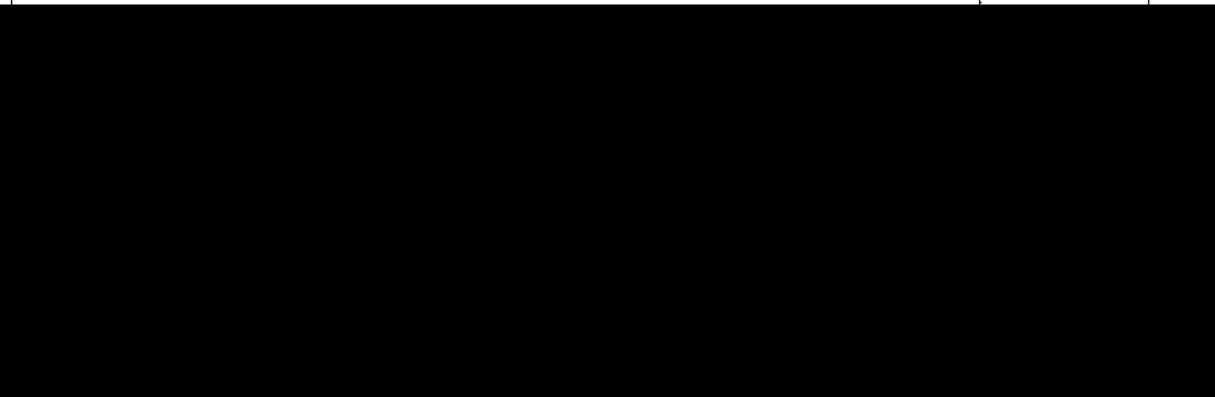


Mohammed Farwa MP



Date 28 3 08.

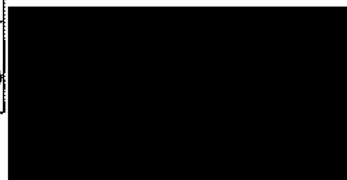
Your Ref _____

Description	Cost	VAT Rate	VAT Amount
To setting & printing:			
3500, 60 x 210 Bookmark.	£216.00	17.5%	£37.80.
" , A5 Surgery Leaflet	£224.00	/	/
			
E. & O.E.			

TOTAL GOODS £440.00

TOTAL VAT £ 37.80

INVOICE TOTAL £477.80





Communications Allowance
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Comms2

page 1 of 2

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Your details

Name
in CAPITAL LETTERS

Mohammad Sarwar

Constituency

Glasgow 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 / /

Allowance year

07/08 ✓

Suppliers

Amount

Hampton Advertising Ltd £ 431.60 p ✓

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

f. 431.60 ✓

Authorisation and declaration

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

Signature

[Redacted Signature]

MP

Date

11/4/08

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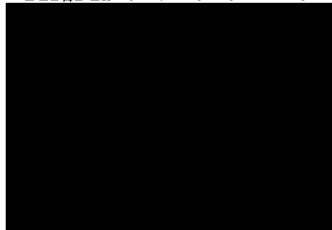
Initials / Date

Validation completed

Comments

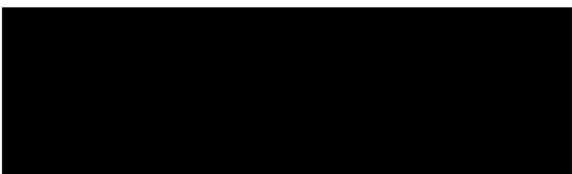


HAMPDEN ADVERTISING LTD



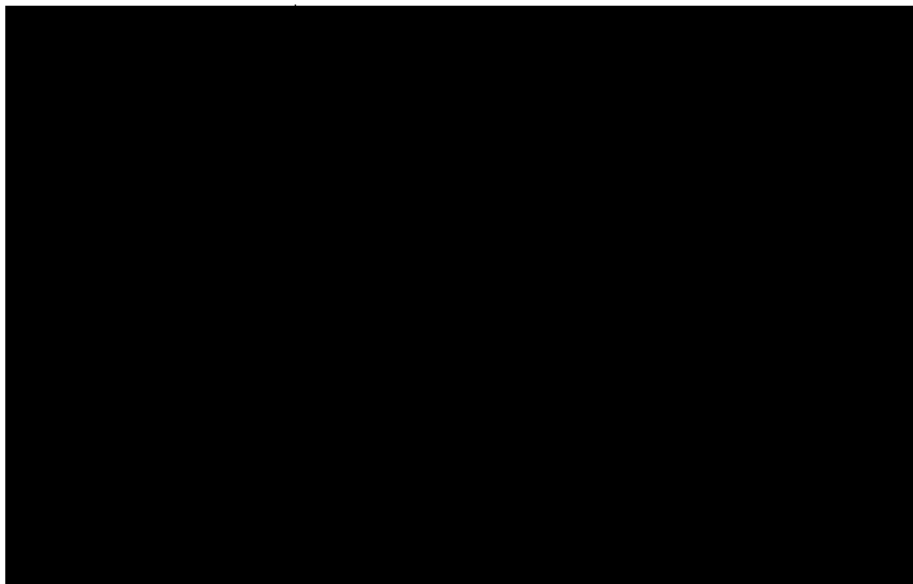
INVOICE



Mohammad Sarwar.


Date 31 3 08

Your Ref _____

Description	Cost	VAT Rate	VAT Amount
To updating text + printing:			
3000, A5 Surgery leaflet.	£206.00	—	—
" , 60 x 210 Bookmark.	£192.00	17.5%	£33.60
			

E. & O.E.

TOTAL GOODS £398.00

TOTAL VAT £33.60

INVOICE TOTAL £431.60





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20 NOV 2007

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Your details

Name
in CAPITAL LETTERS

Mohammad Sambar

Constituency

Glasgow 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 31/10/07 to 26/10/07

Allowance year

07/08

Suppliers

Amount

Viking-Labels £60.43 p

Viking-Labels 32.16 ~~£55.36~~ p

£23.20 p

£ p

£ p

£ p

£ p

£ p

Authorisation and declaration

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

Signature

MP

Date

15/11/07

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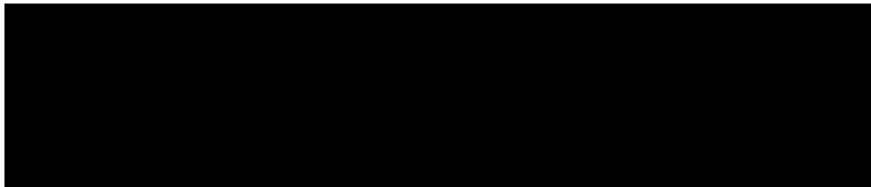
Validation Team, Operations Directorate,
Department of Finance & Administration, House of Commons, London SW1AA

Office use only

Initials / Date

Validation
completed**Comments**

VIKING DIRECT®



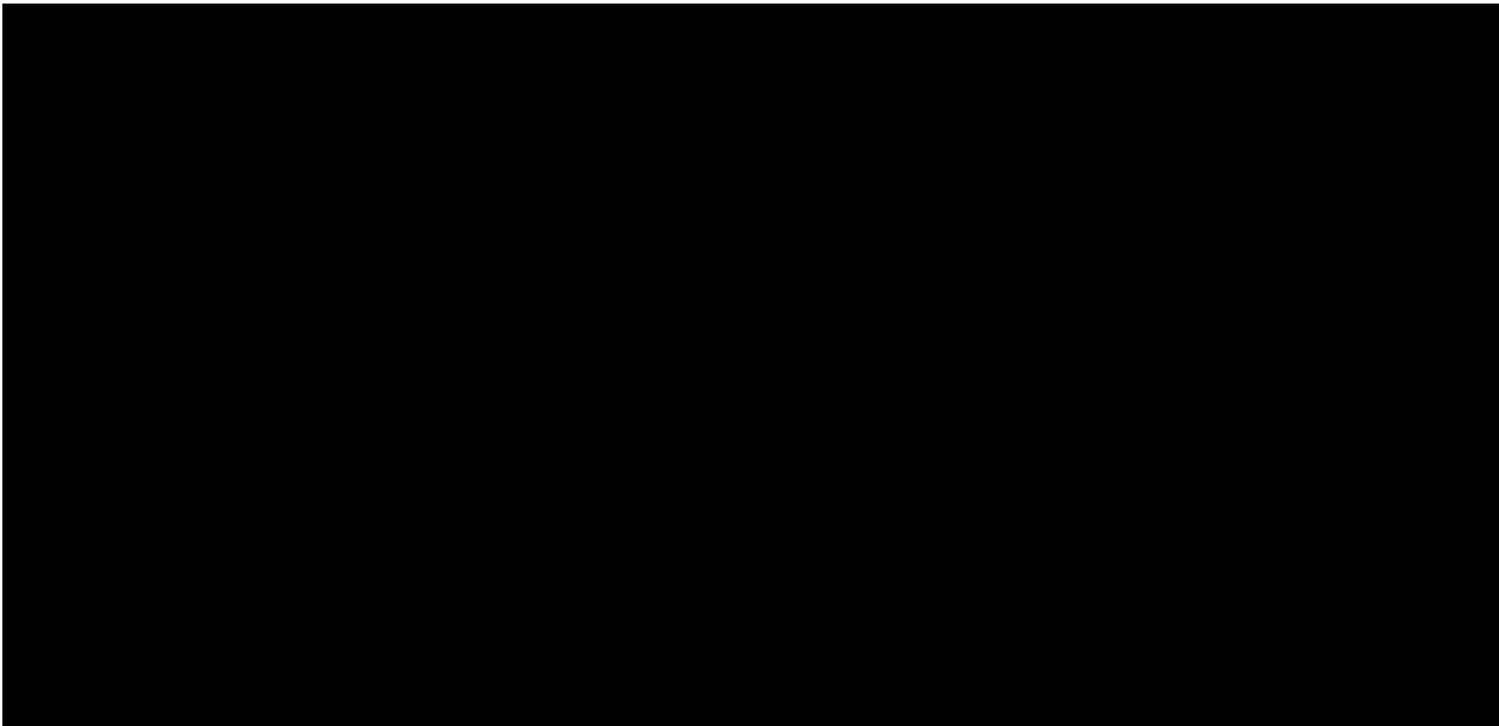
31/10/07



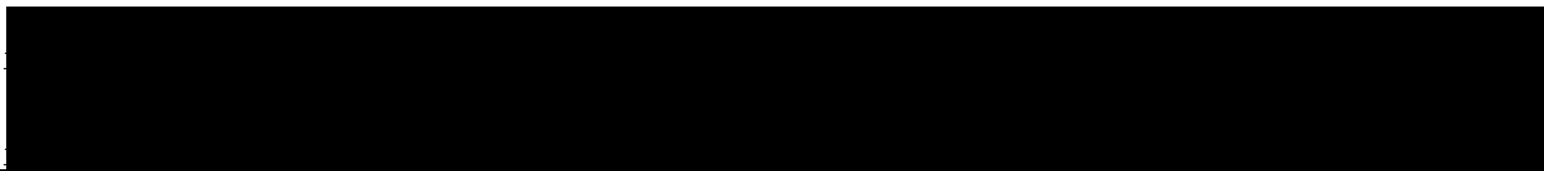
M Sarwar



We thank you for your valued custom, however, despite previous reminders an invoice or number of invoices on your account are considerably overdue and we would request payment immediately. If any



Date of Invoice	Invoice Number	Invoice Amount	Date of Invoice	Invoice Number	Invoice Amount
10/08/07	[REDACTED]	32.16	13/08/07	[REDACTED]	23.20
Total Overdue Amount:		55.36			
Customer Number:		[REDACTED]			



ACCOUNT No.	DATE	INVOICE No.	YOUR REFERENCE	DATE ENTERED	DATE DESPATCHED
[REDACTED]	29/10/07	[REDACTED]	[REDACTED]	26/10/07	0/00/00

TERMS: NETT 30 DAYS
5

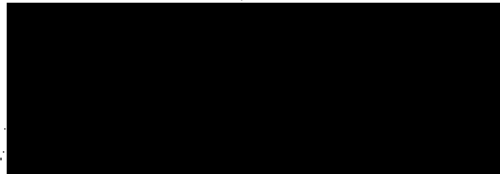
M Sarwar

M Sarwar



All goods remain property of Viking Direct until invoice is settled in full

DESCRIPTION	CATALOGUE NUMBER	QTY DESPATCHED	VAT %	LIST PRICE	YOUR COST	NETT COST
24 LABEL/ST LASER LAXXDC	Q2H-LA24-100	5 BX	17.5	24.99	9.990	49.95



TOTAL VALUE AT LIST PRICE	YOU SAVED THIS AMOUNT	NET	BASE PRICE	PROTECTION PLUS	V.A.T.	PAID IN ADVANCE	PLEASE PAY THIS AMOUNT	AMOUNT DUE
124.95	75.00	[REDACTED]	49.95	FREE	1.48	9.00	[REDACTED]	60.43

Please write your account number on the back of your cheque and return it with this counterfoil.
Please do not staple together

Financial Processing }

T
R

Validation Claim Summary Sheet

Please write or print clearly & attach to claim

Supplier ID

Text

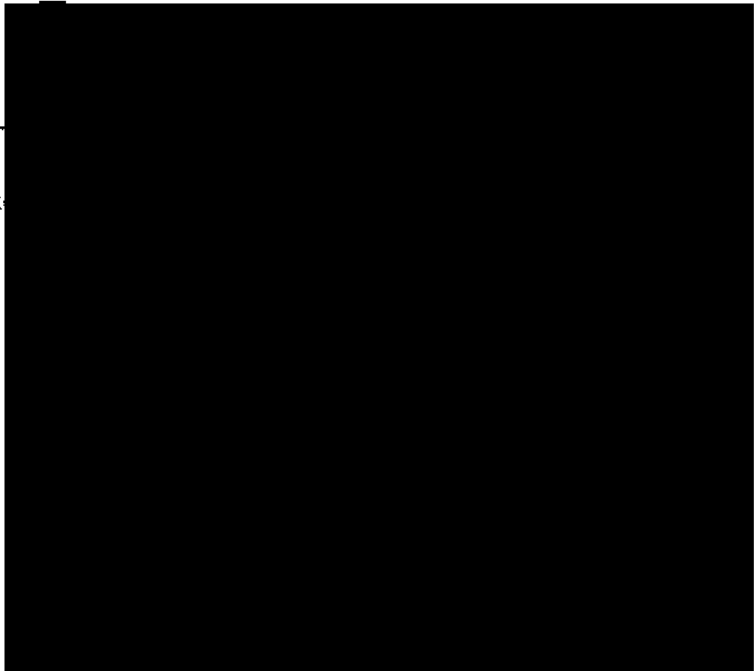
Invoice No.

Account code / Allowance

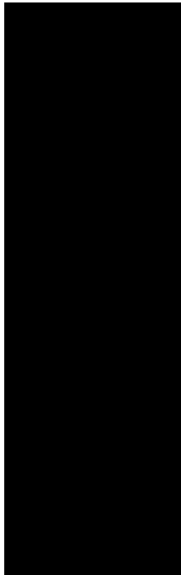
Members cost centre (Cat1)

Financial Year/PIRO (Cat2)

Expenditure type (Cat5) :



06/07 - 07/08



✓ £ 353.57

£.....

£.....

£.....

£.....

£.....

£.....

£.....

£.....

£.....

TOTAL

Comments:

* Financial Processing purposes only
Registered by (initials & date)

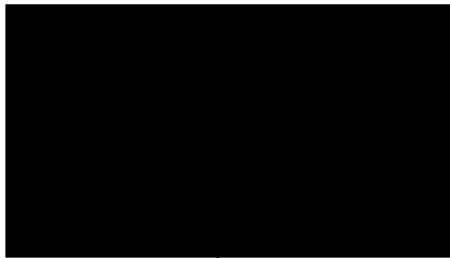
.....

Posted by (initials & date)

.....

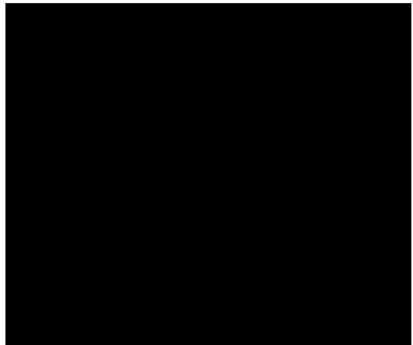
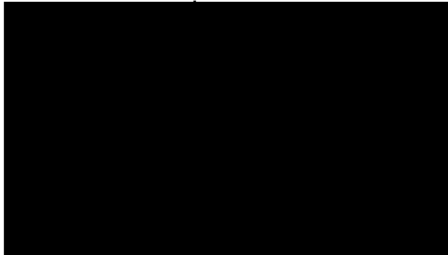


GE Commercial Finance
Equipment Financing



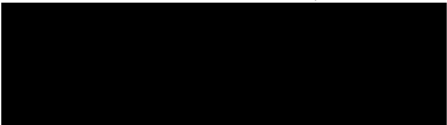
27 September 2007

Mr Mohammed Sarwar



Dear Sirs

Re: **Agreement No** :
 Customer No :
 Equipment :



Your bank have informed us that you have cancelled the Direct Debit Instruction in respect of the above agreement.

Insufficient notification of this change has resulted in bank charges and administrative costs estimated at £37.00. Please could you send, by return, a cheque for £390.57 to cover the current arrears and this administration charge.

Please return this cheque and the attached direct debit instruction in the envelope provided.



Communications Allowance Direct payment of suppliers

14 7 OCT 2007

Comms2
page 1 of 2

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Your details

Name
in CAPITAL LETTERS

MOHAMMAD SAMWAR

Constituency

GLASGOW 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 27/11/07 to 1/1/08
NOV. 07

Allowance year 07/08

Suppliers

Amount

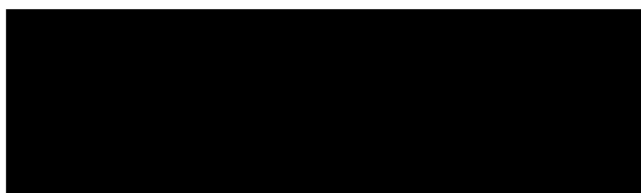
GE Commercial Finance

£ _____ p

Risograph Rental

£ ~~290.57~~ p

£ 353.57 p



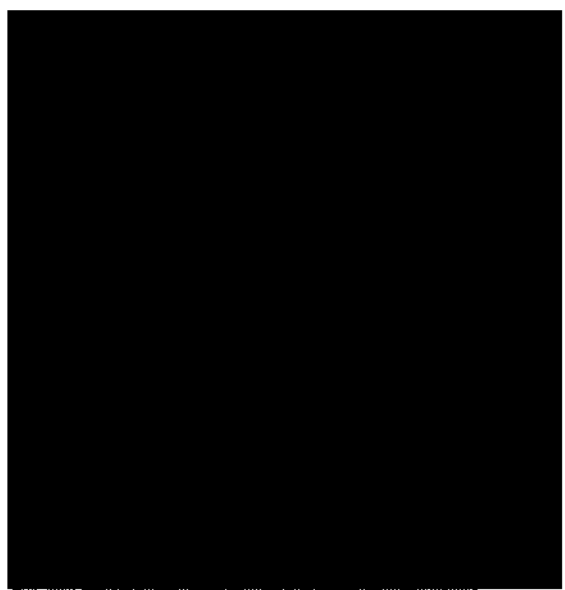
£ _____ p

£ _____ p

£ _____ p

£ _____ p

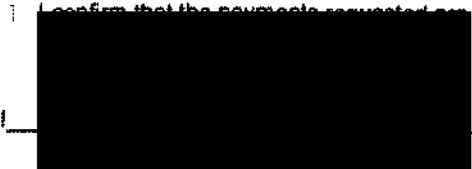
£ _____ p



Authorisation and declaration

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

Signature



MP

Date

3 Oct 07



Communications Allowance

Comms1

page 1 of 2

Member's reimbursement form

12 DEC 2007

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

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Your details

Name in CAPITAL LETTERS

MOHAMMAD SARWAR

Constituency

GLASGOW CENTRAL

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 4 / 12 / 07 to / /

Allowance year

07 / 08

Description of service or goods	Amount
CONSTITUENCY OFFICE SIGN	£ 1109.20 p
	£ : p
	£ : p
	£ : p
	£ : p
	£ : p
	£ : p

Total

£ 1109.20 p

Authorisation and declaration

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

Signature

[Redacted Signature]

MP

Date

4/12/07

Data protection

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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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£ 1109.20

£

Comments



creating signs that create business

[REDACTED]
Mohammad Sarwar MP
[REDACTED]

3 December 2007

QUOTATION

[REDACTED]
Re: Built up signage
[REDACTED]

Further to your recent enquiry, we have pleasure in submitting our quotation as detailed below...

Quantity	Description	
1	A. FASCIA Supply only 2 sets of white dibond panels with red fret cut perspex text, Outside size 4880mm x 600mm	£736.00
1	B. CORNER PANEL Supply only panel as per above size 1000mm x 600mm	£208.00
Sub Total		£944.00
VAT		£165.20
TOTAL		£1,109.20



FINANCE &
ADMINISTRATION
HOUSE OF COMMONS

Communications Allowance Member's reimbursement form

nms1
page 1 of 2

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About filling in
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Your details

Name
in CAPITAL LETTERS

Mohammad Samad

Constituency

Glasgow Central

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 3/12/07 to 20/12/07

Allowance year

07/08

Description of service or goods

Amount

~~Office sign~~
Stamps

~~£1109.20~~

£ 102.00 p

£ : p ✓

£ : p

£ : p

£ : p

£ : p

Total

£ 102.00

102 : 00

Authorisation and declaration

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

Signature

[Redacted Signature]

MP

Date

20/12/07

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Initials / Date

Input subtotals per Cat 5

Validation completed

--	--



£

£

Comments

--



S/a 1stx100		
3	@ 34.00	102.00
TOTAL DUE TO POST OFFICE		102.00
Cash	FROM CUSTOMER	102.00
BALANCE		0.00

Thank You



Communications Allowance
Member's reimbursement form

12 DEC 2007

23 JAN 2008

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Your details

Name
in CAPITAL LETTERS

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Constituency

GLASGOW CENTRAL

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 4 / 12 / 07 to / /

Allowance year

07 / 08

Description of service or goods	Amount
<u>CONSTITUENCY OFFICE SIGN</u>	<u>£ 1109 : 20 p</u>
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
£ 1109 : 20 p	

Authorisation and declaration

incurred wholly, exclusively and necessarily for my duties.

Signature

I _____

MP

Date

4/12/07



FINANCE & ADMINISTRATION
HOUSE OF COMMONS

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

MOHAMMAD SARWAR

Constituency

GLASGOW 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 14/2/08 to / /

Allowance year

07/08

Suppliers

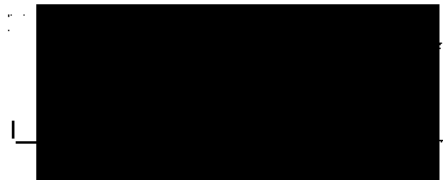
Amount

Suppliers	Amount
<u>OCEANIC GROUP-WEBSITE</u>	<u>£2937.50 p</u>
_____	£ _____ p
_____	£ _____ p
_____	£ _____ p
_____	£ _____ p
_____	£ _____ p
_____	£ _____ p
_____	£ _____ p



Authorisation and declaration

Signature



are in respect of costs incurred wholly, or in whole or in part, in the performance of my Parliamentary duties.

MP

Date

18/3/08

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 SW1AA

Office use only

Initials / Date

Validation completed

Comments

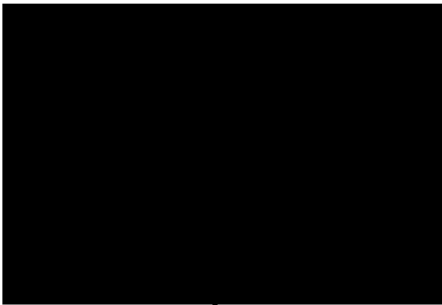
Invoice No [REDACTED]
 Date 14/02/2008
 To [REDACTED]
 F.A.O. Mohammad Sarwar MP
 Tel [REDACTED]

creativenceanic

Creative Oceanic Ltd

Invoice

Item	Description	Qty	Price	VAT (17.5%)
1.	<p>Development of Mohammad Sarwar website</p> <p>Creation of Content Managed Website (CMS) Initial Website, CMS & Development of XHTML Templates</p> <p>Programming tasks: Implementation of accessible xhtml 'front end' to the website Implementation of Creative Oceanic CMS Testing & error fixing Implementation of Language Version of the website Initial content population</p> <p>CMS provision for the following objects:</p> <ul style="list-style-type: none"> - General Website Content - Resources / Downloads - Issues - News - Events / Monthly Activities - Enquiry / Feedback - Blogs (Comments Disabled) - Forum <p>Maintenance:</p> <ul style="list-style-type: none"> - Free for First 6 Months - Basic Hosting Package - 8GB Web Space - Unlimited POP3 Mail Boxes 		2500.00	437.50



03 APR 2008

Total (Ex. VAT) £2500.00
 Total VAT £437.50
 Invoice Total £2,937.50





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MOHAMMAD SARWAR

Constituency

GLASGOW CENTRAL



Claim details

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Please ensure

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- you attach all supplier invoices.

Period of claim

from 14 / 2 / 08 to / /

Allowance year

07 / 08

Suppliers

Amount

Strathclyde Reprographics Services	£368.00	✓
Colan Press	£375.00	✓
Glasgow East News	£176.25	✓
VIKING	£242.00	✓
	85.36	
	£ 87.54	
	£ 22.11	
	£ -72.91	✓
	£ 23.22	✓
	£ 116.74	✓



Authorisation and declaration

Signature

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

MP

Date

3 Mar 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



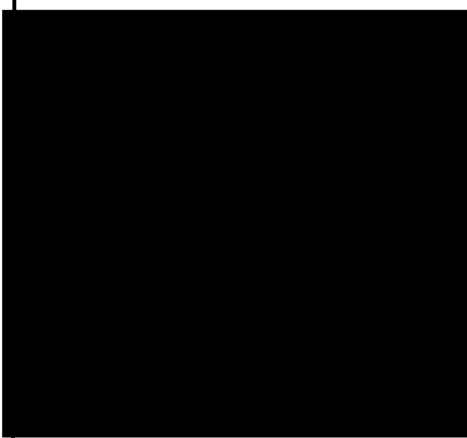
Initials / Date

Validation
completed**Comments**

STRATHCLYDE REPROGRAPHIC SERVICES LTD

MOHAMMAD SARWAR MP



Invoice no.	CONTRACT		14.02.08		
Quantity	Description	Value	Discount	£	VAT £
	CONTINUATION OF: ANNUAL MAINTENANCE CONTRACT FOR REX ROTARY  COPYPRINTER  			313.34	54.83
	CARRIAGE				
				313.34	£54.83
				54.83	
				£368.17	

VAT @ 17.5%
INVOICE TOTAL



STATEMENT



DATE: 8/02/08

M Sarwar

Please note terms strictly 30 days net

THE FOLLOWING INCLUDES PAYMENT RECEIVED BY THE DATE OF THE STATEMENT ONLY. PLEASE NOTIFY OUR CREDIT DEPARTMENT OF ANY DISCREPANCIES

INVOICE DATE			INVOICE No.	CURRENT	OVER 30 DAYS	OVER 60 DAYS	OVER 90 DAYS	OVER 120 DAYS	TOTAL
24	10	07	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	65.36	[REDACTED]	65.36
04	12	07	[REDACTED]	[REDACTED]	[REDACTED]	87.54	[REDACTED]	[REDACTED]	87.54
07	12	07	[REDACTED]	[REDACTED]	[REDACTED]	22.11	[REDACTED]	[REDACTED]	22.11
14	12	07	[REDACTED]	[REDACTED]	72.91	[REDACTED]	[REDACTED]	[REDACTED]	72.91
07	01	08	[REDACTED]	[REDACTED]	23.22	[REDACTED]	[REDACTED]	[REDACTED]	23.22
07	02	08	[REDACTED]	116.74	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	116.74
BALANCES OUTSTANDING →				116.74	-49.69	109.65	65.36		242.05

Please note that for your convenience you may pay over the phone with most debit and credit cards.



The Govan Press

Customer:

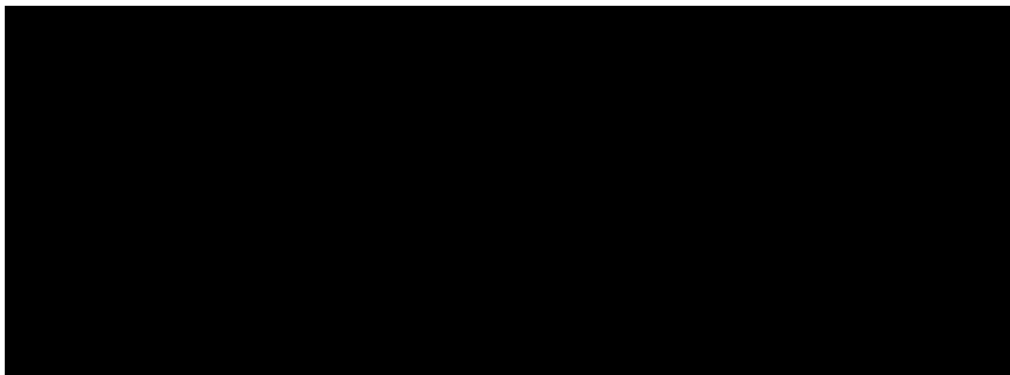
Date: February 22 2008

Mohammad Sanwar MP

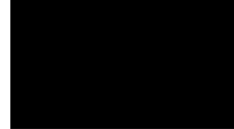
DETAILS

Half page advert £375

Total due: £375



Mohammad Sarwar MP



PROFORMA INVOICE



Invoice Date: 22/02/08

Publications		Insertion Dates		Cost	
The Glasgow East News (The GEN)		14/03/2008		£ 150.00	
Catchline	Greater Easterhouse Partnership			VAT	£ 26.25
Size	½ Page	Classification	Inserts	Sub Total	£ 176.25
		ROP	1		
Order No	[Redacted]			Late Payment Surcharge	
URN	[Redacted]			Invoice Total	£176.25

