



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

**Comms2**

page 1 of 2

2007/01/22

**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

NEIL GERRARD

Constituency

WALTHAMSTOW

Office use only

Co

**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 / 2008 to 21 / 01 / 2008 Allowance year 2007 / 2008

Suppliers

Amount

London letterbox Marketing

£ 1850.63 p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

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

21/01/2008

**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).

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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

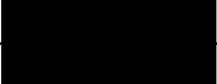
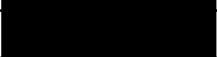
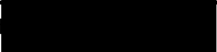
Validation completed


Comments


INVOICE 

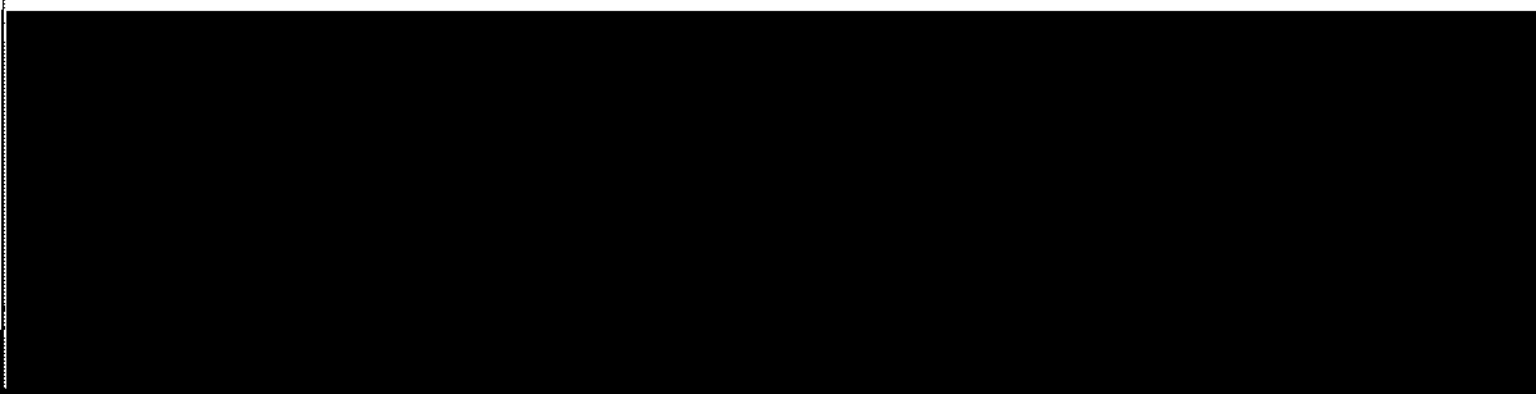
Customer: Neil Gerrard MP for Walthamstow

Date 11th January 2008

Address   
 Town   
 Post Code 

Order No 

Description	Quantity	Rate/1000	
Distribution of leaflets in London Borough of Waltham Forest	35,000	£45.00/1000	£1,575.00
			
		Subtotal	£1,575.00
		VAT @ 17.5%	£275.63
		<b>Total</b>	<b>£1,850.63</b>





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page 1 of 2

2007 FEB 20

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Your details

Name in CAPITAL LETTERS

NEIL GERRARD

Constituency

WANTHAMSTON

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 14 / 11 / 2007 to 5 / 12 / 2007 Allowance year /

Amount

Office use only

Public Impact

£ 1226 : 66 p

£ : p

£ : 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

Date 5 / 12 / 2007

**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**

29 NOV 2007

**Invoice**

Page 1

Neil Gerrard MP

**Invoice No.****Invoice/Tax Date**

14/11/2007

**Cust. Order No.****Account Ref.****Quantity Details**

	<b>Disc%</b>	<b>Disc Amount</b>	<b>Net</b>	<b>VAT Rate</b>	<b>VAT</b>
1.00 Leaflets - 2008 Surgery Details 2pp A5 Colour 35K	10.00	122.00	1,098.00	0.00	0.00
1.00 Delivery Scale G	0.00	0.00	109.50	17.50	19.16

**Total Net Amount** 1,207.50**Total VAT Amount** 19.16**Invoice Terms: 30 Days****Invoice Total** 1,226.66



Communications Allowance
Direct payment of suppliers

04 MAY 2007

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Your details

Name in CAPITAL LETTERS

NEIL GERRARD

Constituency

WALTHAMSTOW

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 / 04 / 2007 to 19 / 04 / 2007 Allowance year 2007 / 2008

Suppliers

Amount

London letterbox

£ 1850.62 P

£ : P

£ : P

£ : P

£ : P

£ : P

£ : P

£ : P

Office use only

Authorisation and declaration

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

Signature

MP

Date

31 May 2007

**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.

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Department of Finance & Administration, House of Commons, London SW1AA

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



Customer:  
Neil Gerrard



Invoice Date: 19<sup>th</sup> April 2007

INVOICE No 

For the distribution of leaflets in the London Borough of Waltham Forrest

35 000 leaflets	@ £45.00/1000	£1,575.00
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<u>VAT@17.5%</u>	£275.62
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 Total	£1,850.62
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