



FINANCE & ADMINISTRATION HOUSE OF COMMONS

Communications Allowance Direct payment of suppliers

Comms2

page 1 of 2

2007-2008

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

Nick Reynolds

Constituency

Greenwich & Woolwich



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 ___/___/___

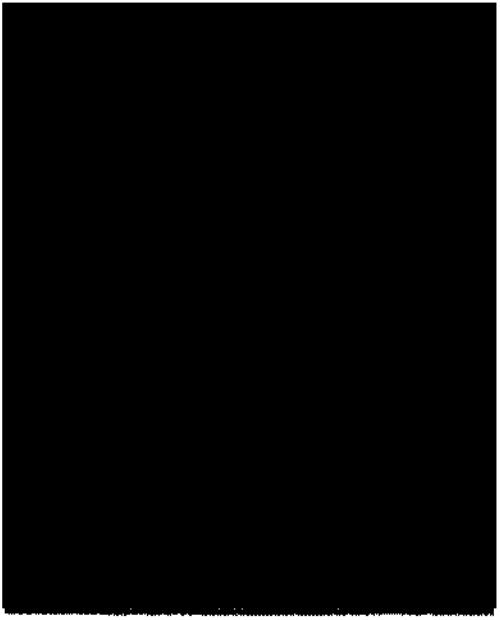
Allowance year

2007 / 2008

Suppliers

Amount

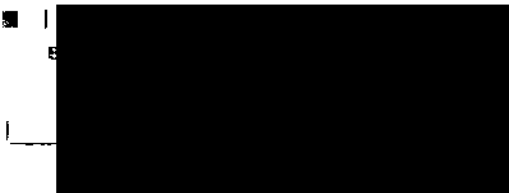
Suppliers	Amount
<u>Public Impact</u>	<u>£ 82 : 25 p</u>
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p



Authorisation and declaration

- I declare that the above information is true and correct in respect of costs incurred wholly, or in part, in the performance of my Parliamentary duties.

Signature



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

Page 1

Nick Raynsford MP

Invoice No.**Invoice/Tax Date****Cust. Order No.****Account Ref.****Quantity Details****Unit Price****Net****VAT Rate****VAT**1.00 Additional costs re: 6 deliveries (£205 paid as part of
invoice no 3059 of total £275)

70.00

70.00

17.50

12.25

Total Net Amount**70.00****Total VAT Amount****12.25****Invoice Terms: 30 Days****Invoice Total****82.25**



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.

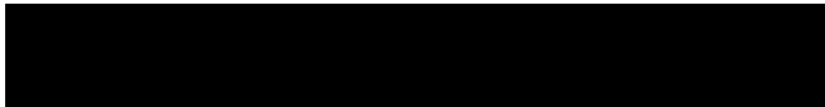
Your details

Name
in CAPITAL LETTERS

NICK RAYNSFORD

Constituency

Greenwich & Woolwich



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

20

Suppliers

Amount

Royal Mail - mailings

£ 1921 : 58 p

Royal Mail - mailings

£ 1333 : 50 p

£ : p

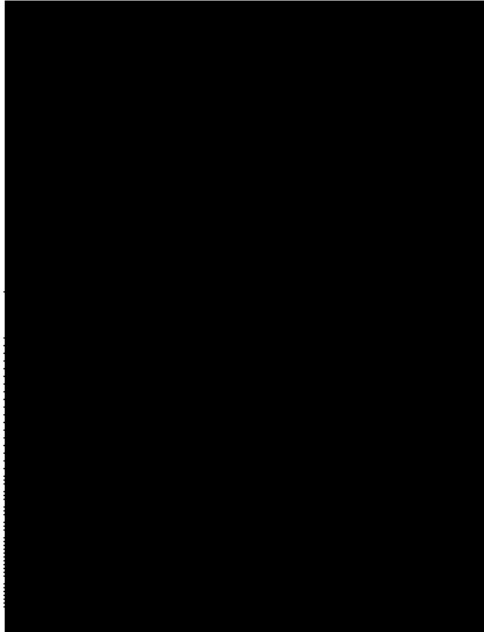
£ : p

£ : p

£ : p

£ : p

£ : p



Authorisation and declaration

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

Signature



MP

Date

25.2.08

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



Document
Management
Services

Nick Raynsford - MP Greenwich

Vat Reg ID: [REDACTED]

Page 1 of 1

Telephone Enquiries to [REDACTED]

For payment enquiries quote your Payer Acct No. as shown on the remittance advice

Terms of payment Payment Due Within 28 Days
Due for payment by 20.03.2008

Item Ref No.	Description Product	Quantity	Price	Price Unit	Value	VAT Code
[REDACTED]	[REDACTED]		1,921.58	EA	1,921.58	A0
Greenwich and Woolwich PC Mailings						

Code	VAT %	Total Sales	Total VAT	Total net VAT	
AO	0.00	1,921.58			1,921.58
				Final amount	1,921.58

- 4 MAR 2008

INVOICE



Document
Management
Services

Nick Raynsford - MP Greenwich

Vat Reg ID: [REDACTED]

Page 1 of 1

Telephone Enquiries to [REDACTED]

For payment enquiries quote your Payer Acct No. as shown on the remittance advice

Terms of payment Payment Due Within 28 Days
Due for payment by 20.03.2008

Item Ref No.	Description Product	Quantity	Price	Price Unit	Value	VAT Code
[REDACTED]	[REDACTED]		1,134.89	EA	1,134.89	AS
Greenwich and Woolwich PC BM Fulfilment 12808 Annual Reports 4th Feb.						

Code	VAT %	Total Sales	Total VAT	Total net	
AS	17.50	1,134.89	198.61		1,134.89
				VAT	198.61
				Final amount	1,333.50



Communications Allowance

Direct payment of suppliers

22 FEB 2008

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

NICK RAYNSFORD

Constituency

Greenwich & Woolwich



Claim details

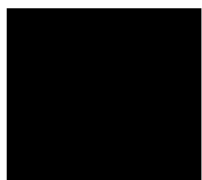
You can only request
Please ensure

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

Period of claim

from ___/___/___ to Jan 08 / ___/___/___

Allowance year 2007 / 2008



Suppliers

Amount

Suppliers	Amount
Public Impact leaflets	£2985 : 88 p
_____	£_____ : _____ p
_____	£_____ : _____ p
_____	£_____ : _____ p
_____	£_____ : _____ p
_____	£_____ : _____ p
_____	£_____ : _____ p
_____	£_____ : _____ p



Signature and declaration

- I declare that the above information is true and correct in respect of costs incurred wholly, or in part, for the discharge of my Parliamentary duties.

Signature



MP

Date

20.2.08

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	

Invoice

Page 1

Nick Raynsford MP

Invoice No.**Invoice/Tax Date****Cust. Order No.****Account Ref.****Quantity Details**1.00 Printing of Parliamentary Report leaflets 48K 4pp A4
colour**Unit Price****Net****VAT Rate****VAT**

2,745.00

2,745.00

0.00

0.00

1.00 Delivery

205.00

205.00

17.50

35.88

Total Net Amount**2,950.00****Total VAT Amount****35.88****Invoice Terms: 30 Days****Invoice Total****2,985.88**