



# Communications Allowance Direct payment of suppliers

2007/08

**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**

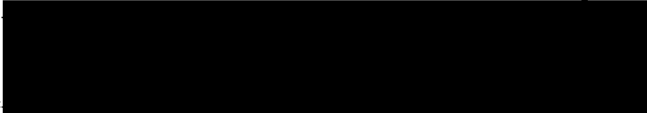
Name  
in CAPITAL LETTERS

OLIVER HEALD

Constituency

NORTH EAST HERTS

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 1/4/07 to 11/3/08 Allowance year 07/08 ✓

x1

Suppliers

Amount

Palace Computing

£1,762.50<sup>1</sup>

£ : p

£ : p

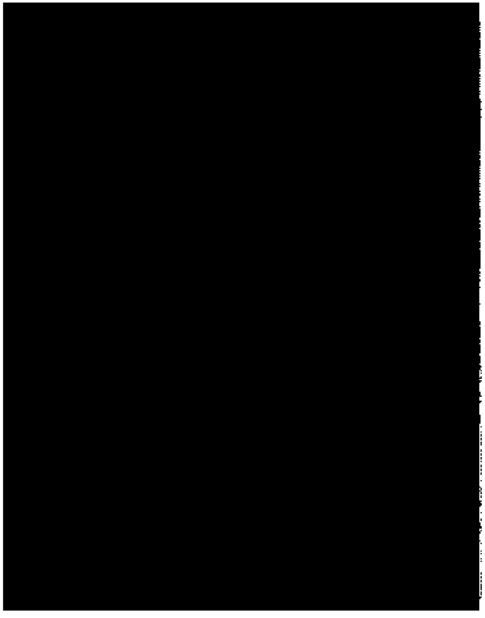
£ : p

£ : p

£ : p

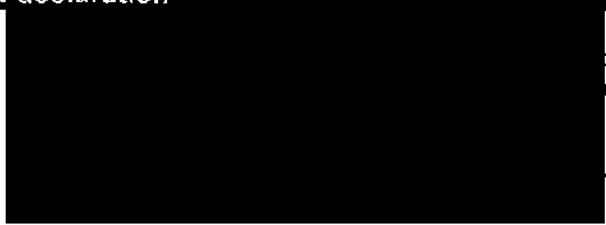
£ : p

£ : p



**Authorisation and declaration**

Signature



of costs incurred wholly,  
by Parliamentary duties.

MP

Date

11/3/08



**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

# PALACE COMPUTING



INVOICE TO

Oliver Heald MP



## Invoice

TAX DATE

07/03/2008

INVOICE NO



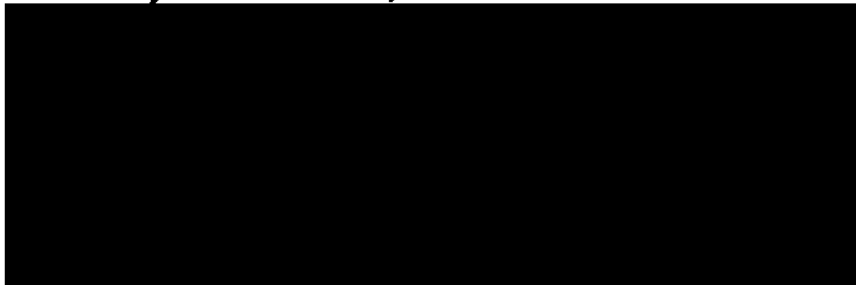
TERMS

Due By Return

VAT REG NO



| DESCRIPTION  | QTY | RATE  | VAT AMT | AMOUNT   |
|--|-----|-------|---------|----------|
| Updates To Web Site:<br>Time spent in the period to 29 Feb 2007 : 30 hours | 30  | 50.00 | 262.50  | 1,500.00 |

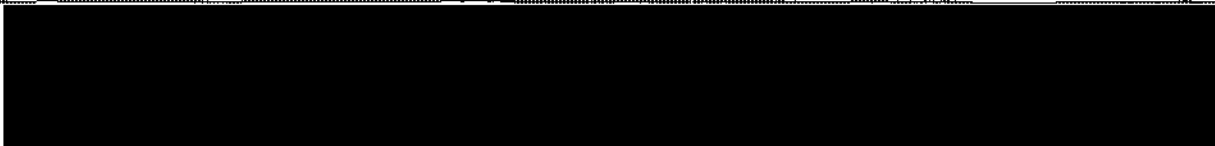


5-7 MAY 2008

|                    |          |          |
|--------------------|----------|----------|
| VAT SUMMARY        | SUBTOTAL | 1,500.00 |
| £ 262.50 @ 17.5% ; |          |          |

|  |           |        |
|--|-----------|--------|
|  | VAT TOTAL | 262.50 |
|--|-----------|--------|

|  |              |           |
|--|--------------|-----------|
|  | <b>Total</b> | £1,762.50 |
|--|--------------|-----------|





Communications Allowance
Direct payment of suppliers

When to use this form

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About filling in this form

For details of costs you can claim for please refer to booklet on Communications Allowance.

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Your details

Name in CAPITAL LETTERS

OLIVER HEALD

Constituency

NORTH EAST HERTS

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 1, 1, 08 to 5, 3, 08 Allowance year 07, 08

Supplier Amount

ROYAL MAIL £2,754.09p

ROYAL MAIL £1,825.15p

£ : p

£ : p

£ : p

£ : p

£ : p

£579.24p

Authorisation and declaration

Signature

[Redacted Signature]

MP

Date

6/2/08

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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



Document  
Management  
Services

Invoice No. [Redacted]  
Invoice Date 21.02.2008

Bill to No. [Redacted]

Your Order No. Oliver Heald MP  
Sales Order/Contract No. [Redacted]  
Sales Order Date 21.02.2008

Oliver Heald MP

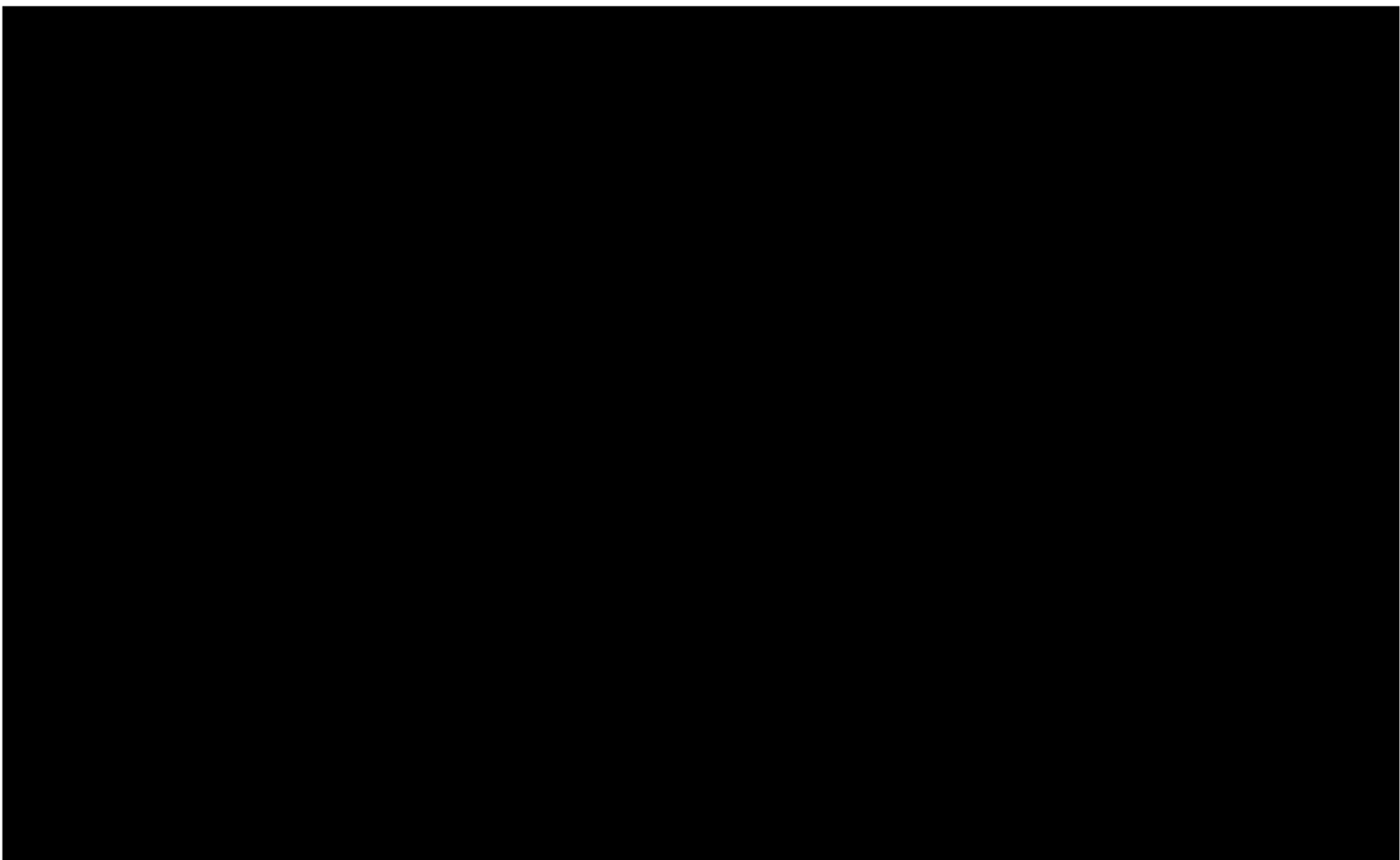


Terms of payment Payment Due Within 28 Days  
Due for payment by 20.03.2008

| Item Ref No. | Description Product | Quantity   | Price    | Price Unit | Value    | VAT Code |
|--------------|---------------------|------------|----------|------------|----------|----------|
| [Redacted]   | [Redacted]          | [Redacted] | 2,754.09 | EA         | 2,754.09 | A0       |

NE Hertfordshire Parliamentary Constituency Mailings

| Code | VAT % | Total Sales | Total VAT | Total net VAT |          |
|------|-------|-------------|-----------|---------------|----------|
| AO   | 0.00  | 2,754.09    |           |               | 2,754.09 |
|      |       |             |           | Final amount  | 2,754.09 |



# INVOICE

olton



Document  
Management  
Services

Invoice No. [REDACTED]  
Invoice Date 21.02.2008

Bill to No. [REDACTED]  
Your Order No. Oliver Heald MP  
Sales Order/Contract No. [REDACTED]  
Sales Order Date 21.02.2008

Oliver Heald MP

Vat Reg ID: [REDACTED]

Page 1 of 1

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]          | (Including VAT) | 1,553.32 | EA         | 1,553.32 | AS       |

NE Hertfordshire PC BM Fulfilment 18357 Annual Reports wc 28th Jan

| Code | VAT % | Total Sales | Total VAT | Total net    |          |
|------|-------|-------------|-----------|--------------|----------|
| AS   | 17.50 | 1,553.32    | 271.83    | VAT          | 1,553.32 |
|      |       |             |           | Final amount | 1,825.15 |



**INVOICE NO:** [REDACTED]

*Thank you for your valued custom*

OLIVER HEALD  
OLIVER HEALD

**Date:** 18/01/2008

**Account:** [REDACTED]

**Sub-ref:** [REDACTED]

**Job-ref:** [REDACTED]

| Job-ref    | Order-no   | Quantity | Description             | Price     | VAT |
|------------|------------|----------|-------------------------|-----------|-----|
| [REDACTED] | [REDACTED] | 42,000   | OLIVER A3 TO A5 LEAFLET | £2,017.00 | T0  |

INVOICE

**Net:** £2,017.00

**Vat:** £0.00

**Total:** £2,017.00





Communications Allowance

Direct payment of suppliers

26 FEB 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

OLIVER HEALD

Constituency

NORTH EAST HERTS

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 1/2/08 to 15/2/08 Allowance year 07/08

Suppliers

Amount

Table with 2 columns: Suppliers, Amount. Row 1: Character Press Ltd, £2017.00 p. Row 2: (Entry - Annual Rep - 18/2/07), £ : p. Subsequent rows are blank.

Office use only

Allow / Supp ID / Exp Type

Authorisation and declaration

- I confirm that the above information is correct and that I am responsible for the payment of costs incurred wholly, exclusively or in part in respect of my Parliamentary duties.

X

Signature

MP

Date 15.2.08



Communications Allowance  
Member's reimbursement form

21 JAN 2008  
VALID Comms1  
RECEIVED  
page 1 of 2

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

OLIVER HEALD

Constituency

NORTH EAST HERTS

Claim details

You can only claim for

■ costs you have actually paid.

Please ensure

■ you attach all receipts or invoices for items of £25

Period of claim

from 1/12/07 to 18/1/08

Allowance year 107/08

Description of service or goods

Amount

|                                |              |
|--------------------------------|--------------|
| ROYAL MAIL                     | £ 153 : 75 p |
| (delivery of approved leaflet) | £ : p        |
|                                | £ : p        |
|                                | £ : p        |
|                                | £ : p        |
|                                | £ : p        |
|                                | £ : p        |

Total

£ 153 : 75 p

Office use only

Authorisation and declaration

Signature

[Redacted Signature]

costs which I incurred wholly, exclusively and necessarily on my Parliamentary duties.

MP

Date

18.1.08

**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

Validation completed

|  |  |
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|  |  |
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Input subtotals per Cal 5



|   |
|---|
| £ |
|---|

|   |
|---|
| £ |
|---|

**Comments**

|  |
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|  |
|--|



Invoice date  
**14 Jan 2008**  
 Page  
**1** of 1

# Invoice

To  
**OLIVER HEALD MP**



Account held at  
**OLIVER HEALD MP**



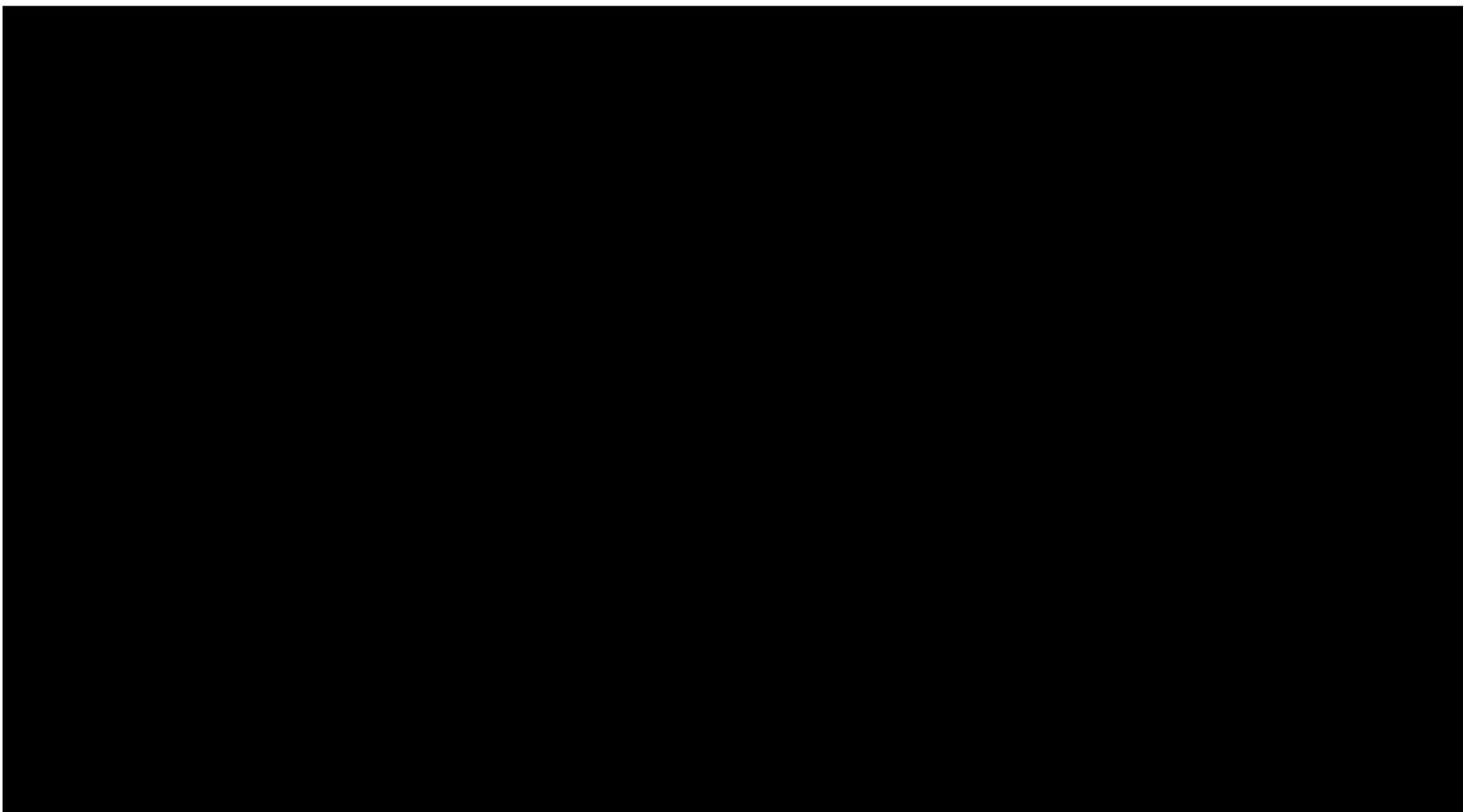
Customer account number



Terms  
**10 days**  
 Please pay by  
**24 Jan 2008**

| Docket no. | Posting date | Sender's ref. | Format | Service                   | Quantity | Weight (kg) | Unit Cost (£) | Net value | VAT |
|------------|--------------|---------------|--------|---------------------------|----------|-------------|---------------|-----------|-----|
| [Redacted] | 11 Jan 2008  | [Redacted]    |        | DOOR TO DOOR              | 4,393    |             |               | 153.75    | E   |
|            |              |               |        | 4393 ITEMS AT 3.500 PENCE |          |             |               |           |     |

|              |                        |
|--------------|------------------------|
| Total Net    | <b>153.75</b>          |
| Total VAT    | E = exempt <b>0.00</b> |
| <b>Total</b> | <b>153.75</b>          |





Communications Allowance
Member's reimbursement form

24 JAN 2008

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 OLIVER HEALD
Constituency NORTH EAST HERTS

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 1/1/08 to 23/1/08 Allowance year 07/08

Table with 2 columns: Description of service or goods, Amount. Row 1: ROYAL MAIL, £ 135 : 48 p

Total £ 135 : 48 p

Authorisation and declaration

Signature [Redacted] MP Date 23.1.08

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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 / Data

Input subtotals per Cat 5

Validation completed

|  |  |
|--|--|
|  |  |
|--|--|

|  |          |
|--|----------|
|  | £ 135.48 |
|  | £        |

**Comments**

Invoice date  
21 Jan 2008

Page  
1 of 1

# Invoice

To  
OLIVER HEALD MP

Account held at  
OLIVER HEALD MP

Terms  
10 days

Please pay by  
31 Jan 2008

| Invoice no. | Posting date | Sender's ref. | Invoice no. | Service      | Quantity | Weight | Unit cost (£) | Net value                 | VAT |
|-------------|--------------|---------------|-------------|--------------|----------|--------|---------------|---------------------------|-----|
|             | 18 Jan 2008  |               |             | DOOR TO DOOR | 3,871    |        |               | 135.48                    | E   |
|             |              |               |             |              |          |        |               | 3271 ITEMS AT 5.500 PENCE |     |

|           |                 |
|-----------|-----------------|
| Total Net | 135.48          |
| Total VAT | E = exempt 0.00 |
| Total     | 135.48          |

Registered Charity No [REDACTED]  
<http://www.mrsaactionuk.net>  
RSVP





Communications Allowance  
Member's reimbursement form

VALIDATION  
15 JAN 2008  
RECEIVED

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.  
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Your details

Name in CAPITAL LETTERS

OLIVER HEALD

Constituency

NORTH EAST HERTS



Claim details

You can only claim for  costs you have actually paid.

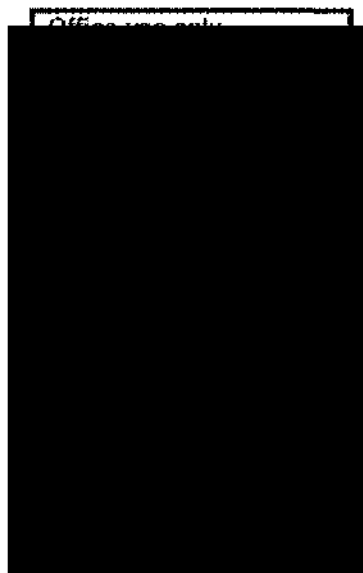
Please ensure  you attach all receipts or invoices for items of £250 and above.

Period of claim from 1/12/07 to 11/1/08 Allowance year 07/08

| Description of service or goods | Amount     |
|---------------------------------|------------|
| ROYAL MAIL DELIVERY             | £ 59.50 p  |
| ROYAL MAIL DELIVERY             | £ 429.06 p |
| (LEAFLET CLEARED WITH DFA)      | £ : p      |
|                                 | £ : p      |
|                                 | £ : p      |
|                                 | £ : p      |
|                                 | £ : p      |

Total

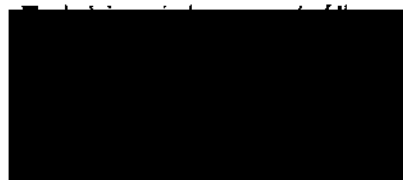
£ 488.56 p



Authorisation and declaration

I declare that the costs which I incurred wholly, exclusively and necessarily in connection with my Parliamentary duties.

Signature



MP

Date

11/1/08

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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 5

Validation completed

|  |  |
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|--|--|

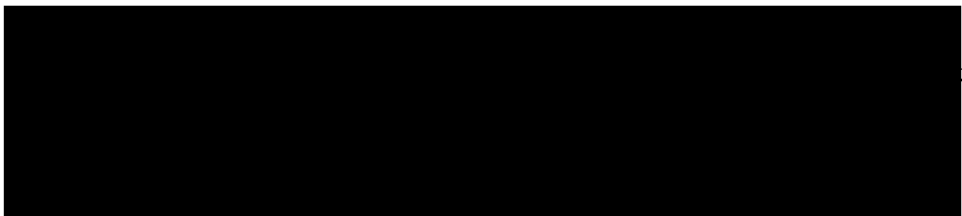


|   |
|---|
| £ |
| £ |

**Comments**



Royal Mail



Invoice date  
**24 Dec 2007**

Page  
**1 of 1**

# Invoice

OLIVER HEALD MP

Account held at  
OLIVER HEALD MP

Terms  
**10 days**

Please pay by  
**03 Jan 2008**

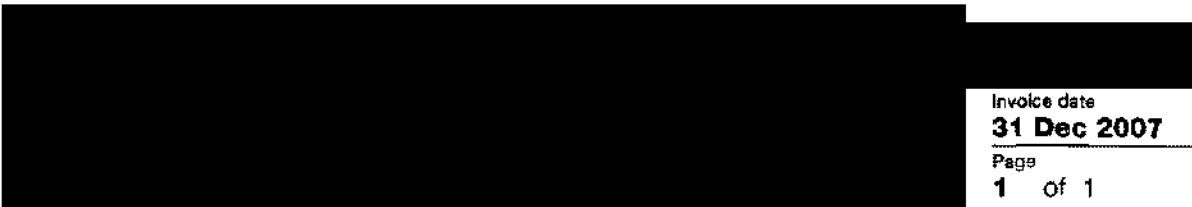
| Docket no. | Posting date<br>Poster | Bender's ref.<br>Contract no. | Format | Service<br>Quantity                                  | Weight(kg) | Unit cost (£) | Net value | VAT |
|------------|------------------------|-------------------------------|--------|--|------------|---------------|-----------|-----|
|            | 21 Dec 2007            |                               |        | DOOR TO DOOR<br>12,259<br>12259 ITEMS AT 3.500 PENCE |            |               | 429.06    | E   |

|              |                 |
|--------------|-----------------|
| Total Net    | 429.06          |
| Total VAT    | E = exempt 0.00 |
| <b>Total</b> | <b>429.06</b>   |





Royal Mail



Invoice date  
**31 Dec 2007**

Page  
**1 of 1**

# Invoice

To  
OLIVER HEALD MP

Account held at  
OLIVER HEALD MP

Customer account number

Terms  
**10 days**

Please pay by  
**10 Jan 2008**

| Doc ref no. | Posting date | Sender's ref. Contract no. | Format | Service Quantity                                   | Weight(kg) | Unit cost (£) | Net value | VAT |
|-------------|--------------|----------------------------|--------|--|------------|---------------|-----------|-----|
|             | 28 Dec 2007  |                            |        | DOOR TO DOOR<br>1,700<br>1700 ITEMS AT 3.500 PENCE |            |               | 59.50     | E   |

Total Net **59.50**

Total VAT **0.00** E = exempt

**Total 59.50**

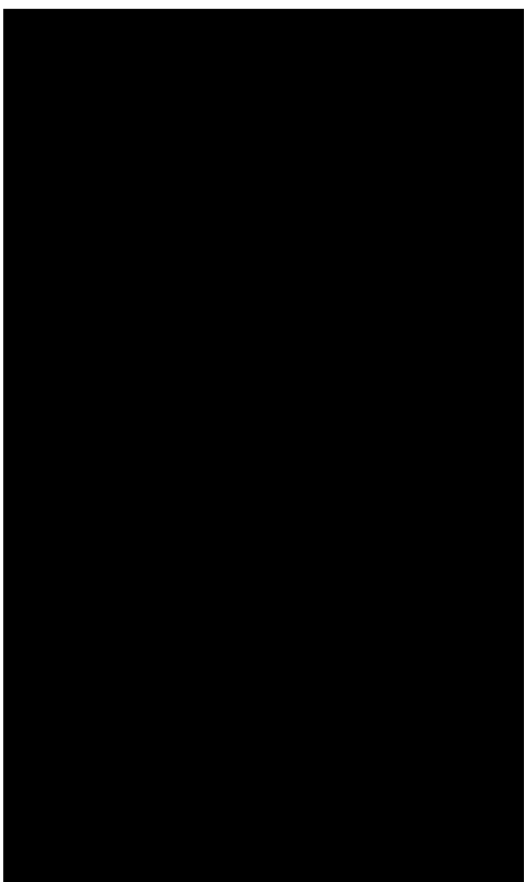




Post Office Ltd



|                          |       |        |
|--------------------------|-------|--------|
| Post Label 1             |       |        |
| 1 @                      | 1.38  | 1.38   |
| S/a 2ndx100              |       |        |
| 5 @                      | 24.00 | 120.00 |
| TOTAL DUE TO POST OFFICE |       | 121.38 |





Communications Allowance  
Member's reimbursement form

3<sup>rd</sup> OCT 2007 **Comms1**  
page 1 of 2

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**Your details**

Name  
in CAPITAL LETTERS

OLIVER HEALD

Constituency

NORTH EAST HERTS

**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.

- 6 NOV 2007

Period of claim from 1/10/07 to 23/10/07 Allowance year 07/08

| Description of service or goods | Amount              |
|---------------------------------|---------------------|
| STAMPS                          | £ 120 : 00 p        |
|                                 | £ : p               |
|                                 | £ : p               |
|                                 | £ : p               |
|                                 | £ : p               |
|                                 | £ : p               |
|                                 | £ : p               |
|                                 | £ : p               |
| <b>Total</b>                    | <b>£ 120 : 00 p</b> |

**Authorisation and declaration**

Signature

[Redacted Signature]

which I incurred wholly, exclusively and necessarily on my Parliamentary duties.

MP

Date

23.10.07

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Send your completed form to

Validation Team, Operations Directorate,  
Department of Finance & Administration, House of Commons, London SW1A 0AA

|                        |   |  |  |
|------------------------|---|--|--|
| <b>Office use only</b> |   |  |  |
|                        | Initials / Date   |  |  |
| Validation completed   | <table border="1"><tr><td style="width: 50px; height: 20px;"></td><td style="width: 50px; height: 20px;"></td></tr></table> |  |  |
|                        |   |  |  |
|                        |   |  |  |
|                        | Input subtotals per Cat 5   |  |  |
|                        | £ <input style="width: 150px; height: 20px;" type="text"/>  |  |  |
|                        | £ <input style="width: 150px; height: 20px;" type="text"/>  |  |  |
| <b>Comments</b>        |   |  |  |