



**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 | Richard Burden

**Constituency** | Birmingham Northfield

| Office use only | Costs      |
|-----------------|------------|
|                 | [Redacted] |

**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 28 / 3 / 08 to 31 / 3 / 08 **Allowance year** 07 / 08

| Suppliers                       | Amount                        |
|---------------------------------|-------------------------------|
| <u>Public Impact</u>            | <u>£ 255 .57 p</u>            |
| <u>Public Impact</u>            | <u>£ 1494 .38 p</u>           |
| <del><u>Public Impact</u></del> | <del><u>£ 537 .63 p</u></del> |
| _____                           | £ _____ : _____ p             |
| _____                           | £ _____ : _____ p             |
| _____                           | £ _____ : _____ p             |
| _____                           | £ _____ : _____ p             |
| _____                           | £ _____ : _____ p             |

| Office use only |            |                  |
|-----------------|------------|------------------|
| Allow.          | Supp ID    | Exp.Type (Cat 5) |
| [Redacted]      | [Redacted] | [Redacted]       |

1749-95911

**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** 7/04/08

**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

31 MAR 2008

**Invoice**

Page 1

Richard Burden MP

Invoice No.

Invoice/Tax Date

Cust. Order No.

Account Ref.

10/09/2008

**Quantity Details**

|      |  | Unit Price | Net    | VAT Rate | VAT   |
|------|--|------------|--------|----------|-------|
| 1.00 | Printing of 500 How to Contact Your MP Posters | 195.00     | 195.00 | 17.50    | 34.13 |
| 1.00 | Delivery                                       | 22.50      | 22.50  | 17.50    | 3.94  |

*29-13*  
*10-44*

**Total Net Amount 217.50**

**Total VAT Amount 38.07**

**Invoice Total 255.57**

## Invoice

Page 1

Richard Burden MP

Invoice No.

Invoice/Tax Date

28/03/2008

Cust. Order No.

Account Ref.

### Quantity Details

|   | Unit Price | Net      | VAT Rate | VAT   |
|---|------------|----------|----------|-------|
| 1.00 Printing of 30K A4 4pp Parliamentary Report Leaflets | 1,418.00   | 1,418.00 | 0.00     | 0.00  |
| 1.00 Delivery   | 65.00      | 65.00    | 17.50    | 11.38 |

Total Net Amount 1,483.00

Total VAT Amount 11.38

Invoice Total 1,494.38

Invoice Terms: 30 Days



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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

RICHARD BURDEN

Constituency

BIRMINGHAM NORTHFIELD

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.

Period of claim

from 28 / 03 / 08

to 23 / 03 / 08

Allowance year

07 / 08

Suppliers

Amount

Midshire Business Systems Ltd

£ 7050 : 00 p

"

"

£ 190 : 35 p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

£ 7,240.35

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, exclusively and necessarily in the performance of my Parliamentary duties.

Signature

MP

Date

28 / 03 / 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

# MIDSHIRE BUSINESS SYSTEMS LTD

**INVOICE** Date [REDACTED]  
Number [REDACTED]

Tel: [REDACTED]  
Fax: [REDACTED]  
email: [REDACTED]

Invoice Address  
RICHARD BURDEN MP  
[REDACTED]

Delivery Address  
[REDACTED]

| Customer reference | Account    | Our Ref    | Page |
|--------------------|------------|------------|------|
| [REDACTED]         | [REDACTED] | [REDACTED] | 1    |

| Stock code | Description                 | Qty | Unit | Amount  |
|------------|-----------------------------|-----|------|---------|
| [REDACTED] | RISO<br>Serial : [REDACTED] | 1   |      | 6000.00 |

[REDACTED]

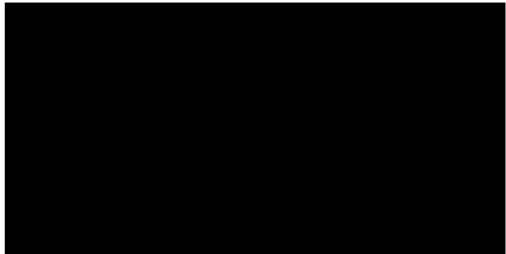
| Vat Analysis |         |         |
|--------------|---------|---------|
| 17.50%       | 6000.00 | 1050.00 |

|              |                |
|--------------|----------------|
| Goods        | 6000.00        |
| Vat          | 1050.00        |
| <b>Total</b> | <b>7050.00</b> |

[REDACTED]

# MIDSHIRE

## BUSINESS SYSTEMS LTD



**INVOICE** Date 20/03/08  
 Number

Invoice Address  
**RICHARD BURDEN MP**

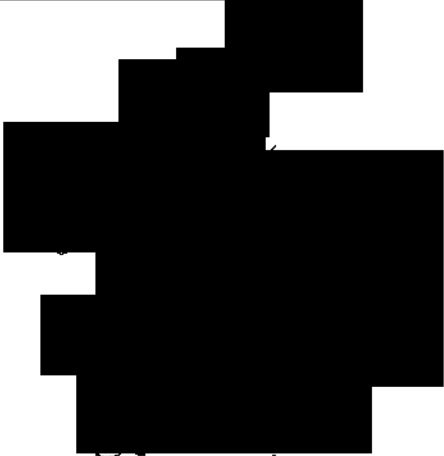
Delivery Address



| Customer reference | Account | Our Ref | Page |
|--------------------|---------|---------|------|
|                    |         |         | 1    |

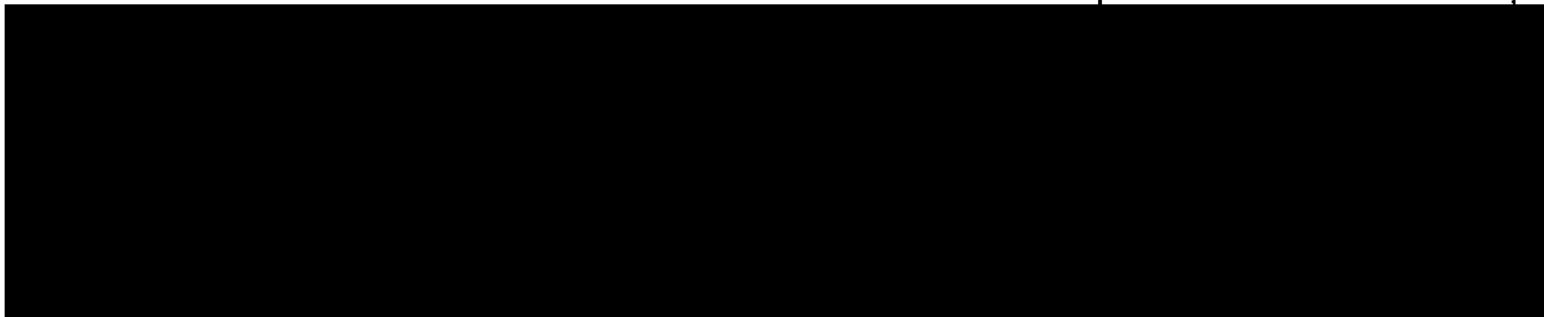
| Stock code | Description | Qty | Unit | Amount |
|------------|-------------|-----|------|--------|
| S4253E     | ① BOX       | 1   | EACH | 42.00  |
| S4275E     | ② BOX       | 1   | EACH | 57.00  |
| S4247      | ③ BOX       | 1   |      | 63.00  |

- ① 42.00 + 7.35 = 49.35 -
- ② 57.00 + 9.98 = 66.98 -
- ③ 63.00 + 11.03 = 74.03 -



| Vat Analysis |        |       |
|--------------|--------|-------|
| 17.50%       | 162.00 | 28.35 |

|              |               |
|--------------|---------------|
| Goods        | 162.00        |
| Vat          | 28.35         |
| <b>Total</b> | <b>190.35</b> |







# Communications Allowance Direct payment of suppliers

VALIDATION  
21 JAN 2008  
RECEIVED

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**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

RICHARD BURDEN

Constituency

Birmingham Northfield

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

07, 08

Suppliers

Amount

Public Impact

£ 1338.88 p

£ \_\_\_\_\_ p

£ \_\_\_\_\_ p

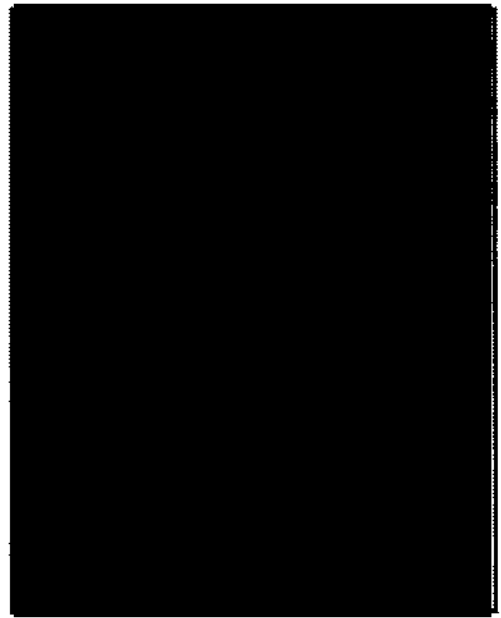
£ \_\_\_\_\_ p

£ \_\_\_\_\_ p

£ \_\_\_\_\_ p

£ \_\_\_\_\_ p

£ \_\_\_\_\_ p



### Authorisation and declaration

I certify that the above is a true and correct account of costs incurred wholly, or in part, for the purpose of my Parliamentary duties.

Signature

[Redacted Signature]

MP

Date

18/1/08

**PUBLIC IMPACT**

# Invoice

Richard Burden MP

Invoice No. [REDACTED]

Invoice/Tax Date

14/11/2007 [REDACTED]

Cont. Order No. [REDACTED]

Account Ref. [REDACTED]

### Quantity Details

| Quantity | Description  | Disc% | Disc Amount | Net    | VAT Rate | VAT   |
|----------|--|-------|-------------|--------|----------|-------|
| 1)       | 1.00 Leaflets - 2008 Surgery Details 2pp DL Colour 35K | 10.00 | 97.50       | 877.50 | 0.00     | 0.00  |
| 2)       | 1.00 Leaflets - 2008 Surgery Details 2pp A5 Colour 15K | 10.00 | 72.50       | 652.50 | 0.00     | 0.00  |
| 3)       | 1.00 Delivery Scale G                                  | 0.00  | 0.00        | 115.00 | 17.50    | 20.13 |

**Total Net Amount** 1,645.00

**Total VAT Amount** 20.13

**Invoice Terms: 30 Days**

**Invoice Total** 1,665.13



Communications Allowance  
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Comms2

page 1 of 2

2007 AON 8 0

0 9 NOV 2007

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Your details

Name in CAPITAL LETTERS

RICHARD BURDEN

Constituency

Birmingham Northfield

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.

Period of claim

from 22/10/07 to 22/10/07

Allowance year

07/08

Suppliers

Amount

Office use only

Allow. / Supp ID / Exp.Type (Cat 5)

Public Impact

£ 80611

£ : P

unseen by QA 11/11

£ : 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

05/12/07

22 OCT 2007

**Invoice**

Page 1

Richard Burden MP  
[REDACTED]**Invoice No.** [REDACTED]**Invoice/Tax Date**

31/08/2007 [REDACTED]

**Cust. Order No.****Account Ref.** [REDACTED]**Quantity Details**

|  | <b>Unit Price</b> | <b>Net</b> | <b>VAT Rate</b> | <b>VAT</b> |
|--|-------------------|------------|-----------------|------------|
| 1.00 Additional Print of 5,000 A5 Reports to new design<br>(Print 250, amendments to layout at client request<br>£500) | 750.00            | 750.00     | 0.00            | 0.00       |
| 1.00 Additional Delivery Costs   | 47.75             | 47.75      | 17.50           | 8.36       |

**Total Net Amount** 797.75**Total VAT Amount** 8.36**Invoice Total** 806.11**Invoice Terms: 30 Days**  
[REDACTED]