



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

RICHARD SHEPHERD ✓

Constituency

ALDRIDGE-BROWN HILLS

Office use only

Costs

[Redacted box]

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 01/03/07 to 30/03/07

Allowance year

2007/8 ✓

Suppliers	Amount
ROYAL MAIL	£ 1,707.52 ⁰⁰
	£ : p
	£ : p
	£ : p
	£ : p
	£ : p
	£ : p
	£ : p
	£ 1,707.52 ⁰⁰

Office use only

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

[Redacted box]

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

12/5/2008

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).

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

Finance Service Centre - Bolton

28 MAR 2008



Document
Management
Services

Invoice No. [REDACTED]
Invoice Date

30.03.2008

Bill to No. [REDACTED]

Your Order No. [REDACTED]
Sales Order/Contract No. [REDACTED]
Sales Order Date 25.03.2008

Vat Reg ID: 243170002

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 27.04.2008

Item Ref No.	Description Product	Quantity	Price	Price Unit	Value	VAT Code
000010	✓ Misc Charges (Including VAT) Print & Fu					
201694	3000055	1	571.46	EA	571.46	AS
000020	✓ Miscellaneous charges Print & Fulfilment					
201694	3000182	1	1,036.05	EA	1,036.05	A0
Aldridge Brownhills PC Mailings						

Code	VAT %	Total Sales	Total VAT	Total net	
A0	0.00	1,036.05		VAT	1,607.51
AS	17.50	571.46	100.01	VAT	100.01
				Final amount	1,707.52



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Name in CAPITAL LETTERS

RICHARD SHEPHERD

Constituency

ALDRIDGE-BROWNHILLS

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 ___/___/___ to ___/___/___

Allowance year

2007/8

Suppliers

Amount

WINDRUSH PRINTERS

£ 1950.00 p

£ : p

£ : p

£ : p

£ : p

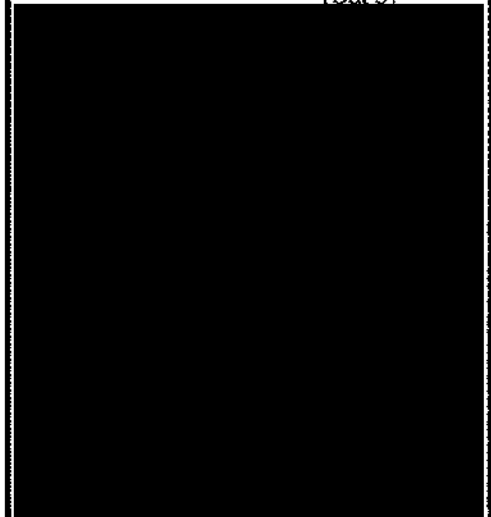
£ : p

£ : p

£ 1950.00 p

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

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

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Validation completed	<input type="text"/>
Comments	

05 MAR 2008

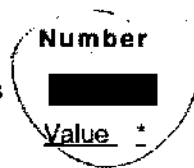


INVOICE

RICHARD SHEPHERD MP



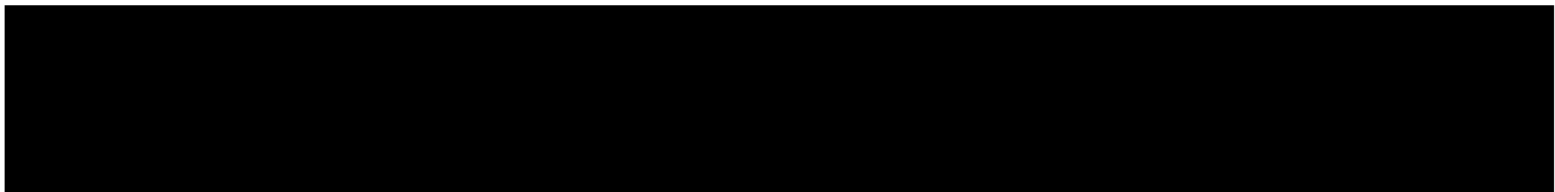
Your Ref.	Account	Our Ref.	Delivery	Type	Date	Number
				INV Page:1	29 FEB 08	
Description			Quantity	Price		Value *
JOB NO [REDACTED] WESTMINSTER REPORT - RICHARD SHEPHERD QTY: 36,000 INK: 4X4 STOCK: 90 GSM BOND TRIM FOLD AND PACK			1.00	1800.00		1800.00 0
DELIVERY CHARGE FOR ABOVE [REDACTED]			1.00	150.00		150.00 0



<-----£ VAT Analysis----->

Code	Supplies	VAT
0 0.00	1950.00	0.00

Net	1950.00
VAT	0.00
Total	1950.00
Due by	28 MAR 08



05 MAR 2008



SALES STATEMENT

RICHARD SHEPHERD MP

Date 2 MAR 08

Date	TypeRef.	Description	£ Debit	£ Credit	£ Balance
29 FEB 08	INV [REDACTED]	92978	1950.00		1950.00

AGED ANALYSIS		* = In Dispute		
	Current		0.00	
	February		1950.00	
	January		0.00	
	December		0.00	
	Before December		0.00	
Unallocated Credits		0.00	Total balance outstanding	£ 1950.00