

1. TO BE COMPLETED BY DEPARTMENTS

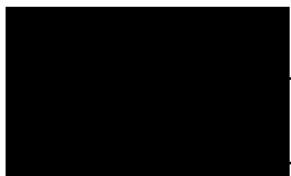
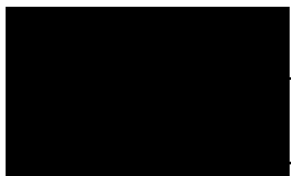
Date of Cheque: 

Cheque Payee: House of Commons: Members

Account Code	Amount		Cost C	Piro	Who	Exp_Type	Description
	£	p					
	75	00					ELECTION EXPENSES
Total	75	00					

COMPLETED BY:



Signature:  _____
 Name:  _____
 Date: 03.07.06





Direct payment of suppliers

MAR 2007

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, see Green Book section 5.13.1.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS

DR RICHARD TAYLOR

Constituency

WYRE FOREST

Claim details

Please ensure

- your claim totals more than £100 – this will enable us to process your claim more promptly
- any claims for petty cash do not exceed £250 per month
- you attach all supplier invoices.

You must specify

- the Incidental Expenses Provision for costs that include office and surgery accommodation, equipment and supplies, communication a

You can specify

- the Incidental Expenses Provision or the Staffing Allowance for costs include work commissioned or bought in services.

Date of claim

19 / 03 / 07

Allowance year

06 / 07

Incidental Expenses Provision claims

	Suppliers	Amount
Item 1	LANGFORD PRINTERS	£ 142 : 18 p
Item 2	BAWNER	£ 108 : 27 p
Item 3	✓	£ 129 : 45 p
Item 4	✓	£ 41 : 24 p
Item 5	✓	£ 7 : 48 p

Total

£327:62p

Claim details continued

Staffing Allowance claims

	Suppliers	Amount
Item 6	_____	£ _____ : _____ p
Item 7	_____	£ _____ : _____ p
Item 8	_____	£ _____ : _____ p
Item 9	_____	£ _____ : _____ p
Total		£ _____ : _____ p

Office use only		
Allow or A/c code	Supplier ID	Exp/ Cat 5
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Authorisation and declaration

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

Signature

MP

Date

19 / 03 / 07

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 Inland Revenue. 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 SW1A 0AA

Office use only			
Validation	Initials	Date	
Claims received	_____	____/____/____	
Signature check	_____	____/____/____	
Funds check	_____	____/____/____	
Allowable expenditure	_____	____/____/____	
Validation	Initials	Date	
Member ID added to form	_____	____/____/____	
Payment codes added to form	_____	____/____/____	
Receipts/ documentation present	_____	____/____/____	
Processing			
Input	_____	____/____/____	

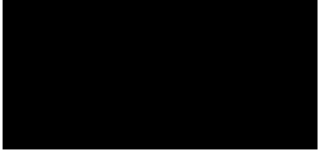
Please use margin for comments



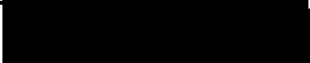
LANGFORD PRINTERS



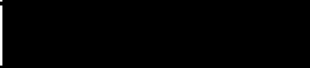
Invoice

Dr Richard Taylor FRCP MP


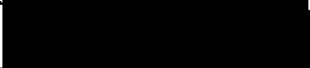
Invoice Number

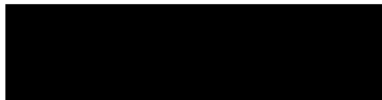
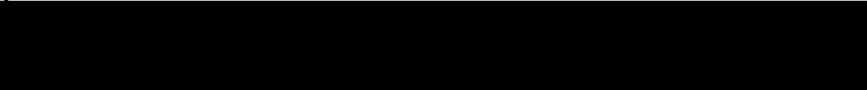


Date / Tax Point



Account Number



Details	Net Price	VAT
2500 x A4 Green House of Commons Letterheads	70.00	12.25
500 x A6 Green House of Commons Comp Slips	31.00	5.43
New Plate and Artwork Charge	20.00	3.50
		
		

Delivery Address:



Total Net	121.00
Total VAT	21.18
INVOICE TOTAL £	142.18

Statement



Dr Richard Taylor MP

ess Supplies Ltd

Page : 1

Date	Transaction Type	Document	Customer Reference	Status	Transaction Value	Outstanding Value
11/01/2007					7.27	7.27
24/02/2007					129.45	129.45
27/02/2007					41.24	41.24
06/03/2007					7.48	7.48



Total : 185.44

The items listed are outstanding on your account.
 Payment is awaited, also if appropriate your instructions for use of any credit items.
 Please ignore items under query or paid within the last 10 days.

Type:	Status:
INV Invoice	P Partly paid
CRN Credit Note	D Invoice under query
CASH Payment	
CADJ Credit Adjustment	
DADJ Debit Adjustment	



Direct payment of suppliers

23 FEB 2007

G2

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, see *Green Book* section 5.13.1.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name
in CAPITAL LETTERS

DR RICHARD TAYLOR

Constituency

WYRE FOREST

Claim details

Please ensure

your claim totals more than £100 – this will enable us to process your claim more promptly

- any claims for petty cash do not exceed £250 per month
- you attach all supplier invoices.

You must specify

the Incidental Expenses Provision for costs that include office and surgery accommodation, equipment and supplies, communication and travel.

You can specify

the Incidental Expenses Provision or the Staffing Allowance for costs that include work commissioned or bought in services.

Date of claim

21 / 02 / 07

Allowance year

06 / 07

Incidental Expenses Provision claims

	Suppliers	Amount
Item 1	B.T	£ 73 : 33 p
Item 2		£ : p
Item 3		£ : p
Item 4		£ : p
Item 5		£ : p

Total **£ 73 : 33 p**

Claim details *continued*

	Staffing Allowance claims		Office use only		
	Suppliers	Amount	Allow or A/c code	Supplier ID	Exp/Cat 5
Item 6		£ : p			
Item 7		£ : p			
Item 8		£ : p			
Item 9		£ : p			
Total		£ : p			

Authorisation and declaration

I confirm that the payments requested are in respect of costs incurred wholly, [redacted] elementary duties.

Signature

Date

21/02/07

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 .

Validation	Initials	Date	Validation	Initials	Date
Claims received		/ /	Member ID added to form		/ /
Signature check		/ /	Payment codes added to form		/ /
Funds check		/ /	Receipts/ documentation present		/ /
Allowable expenditure		/ /	Processing input		/ /

Please use margin for comments

Your account and bill number

Date
4 February 2007

If you have a query
please see reverse for
our contact details.

DR RICHARD



Bringing it all together

BT Business Plan

Bill for

Service charges	£ 53.90
One-off charges	£ 10.00
VAT	£ 9.43

Total now due £ 73.33

*Please make sure we receive the total now due by
15 February 2007.*

Save time and money with BT's new plan

BT Business One Plan is a new service that lets you combine your landline, broadband and mobile services together on one bill with one point of contact. BT Business One Plan also offers:-

- Caps on your BT mobile and UK landline calls for up to an hour
- You could get an annual 5% reward credit on committed spend

For more information, see the last page of this bill.
(Terms and conditions apply)

To pay the easy way with
Monthly Payment Plan or
Direct Debit, call us free on



Direct payment of suppliers

30 JAN 2007

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, see Green Book section 5.13.1.
If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS

DR RICHARD TAYLOR M.P

Constituency

WYRE FOREST

Claim details

Please ensure

- your claim totals more than £100 - this will enable us to process your claim more promptly
any claims for petty cash do not exceed £250 per month
you attach all supplier invoices.

You must specify

the Incidental Expenses Provision for costs that include office and surgery accommodation, equipment and supplies, communication and travel.

You can specify

the Incidental Expenses Provision or the Staffing Allowance for costs that include work commissioned or bought in services.

Date of claim

29 / 1 / 07

Allowance year

06 / 07

Incidental Expenses Provision claims

Table with 2 columns: Suppliers, Amount. Includes one entry for INKWELL 2000 for £84:90p and a Total of £84:90p.

Claim details continued

Staffing Allowance claims

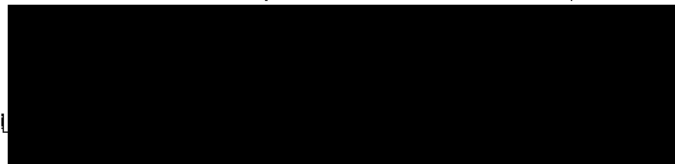
Suppliers	Amount
Item 6	£ : p
Item 7	£ : p
Item 8	£ : p
Item 9	£ : p
Total	£ : p

Office use only		
Allow or A/c code	Supplier ID	Exp/ Cat 5

Authorisation and declaration

I confirm that the payments requested are in respect of costs incurred wholly, or partly, in respect of my parliamentary duties.

Signature



Date

29 / 1 / 07

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			
Validation	Initials	Date	
Claims received	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	Member ID added to form
Signature check	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	Payment codes added to form
Funds check	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	Receipts/ documentation present
Allowable expenditure	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	Processing
			Input
			<input type="text"/> / <input type="text"/> / <input type="text"/>

Please use margin for comments



INK WELL 2000

FAO Dr Richard Taylor

23/01/2007

Terms	14 Days
Due Date	06/02/2007

INVOICE

QTY	DESCRIPTION	UNIT COST	TOTAL
2	Original HP C9351AE (No21) black cartridge for Deskjet 3920,3940,D1360,2360,F380, Officejet 4315,4355 PSC 1402,1410,1415,1417	9.35	18.70
2	Original HP C9352AE (No22) tricolour cartridge for Deskjet 3920,3940,D1360,2360,F380, Officejet 4315,4355 PSC 1402,1410,1415,1417	10.20	20.40
1	Original Canon PG50 High Capacity Black cartridge for the pixma ip2200,MP150/170/450	15.35	15.35
1	Original Canon CL51 High Capacity Colour cartridge for the pixma ip2200/6210D/6220D,MP150/170/450	17.80	17.80

Subtotal	72.25
VAT Total	12.65
TOTAL	£84.90



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

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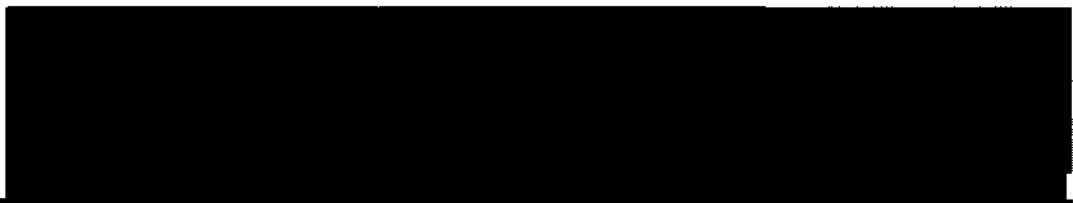
Your details

Name in CAPITAL LETTERS

RICHARA TAYLOR

Constituency

WYRE FOREST



Claim details

Please ensure

- your claim totals more than £100 – this will enable us to process your claim more promptly
- any claims for petty cash do not exceed £250 per month
- you attach all supplier invoices.

You must specify

- the Incidental Expenses Provision for costs that include office and surgery accommodation, equipment and supplies, communication and travel.

You can specify

- the Incidental Expenses Provision or the Staffing Allowance for costs that include work commissioned or bought in services.

Date of claim

28 / 12 / 06

Allowance year

2006 / 2007

Incidental Expenses Provision claims



	Suppliers	Amount
Item 1	LANGFORD PRINTERS	£ 52: 88
Item 2		£ : p
Item 3		£ : p
Item 4		£ : p
Item 5		£ : p

Total £ 52: 88



Claim details continued

Staffing Allowance claims

	Suppliers	Amount
Item 6	_____	£ : p
Item 7	_____	£ : p
Item 8	_____	£ : p
Item 9	_____	£ : p
Total		£ : p

Office use only		
Allow or A/c code	Supplier ID	Exp/ 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

21 Jun 2007

Data protection

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

Office use only			
Validation	Initials	Date	
Claims received		/ /	Validation
Signature check		/ /	Member ID added to form
Funds check		/ /	Payment codes added to form
Allowable expenditure		/ /	Receipts/ documentation present
			Processing Input

Please use margin for comments



LANGFORD PRINTERS



Invoice

Dr Richard Taylor FRCP MP

Invoice Number
Date / Tax Point
Account Number

Details	Net Price	VAT
1250 x A4 Green House of Commons Letterheads	45.00	7.88



Delivery Address:



Total Net	45.00
Total VAT	7.88
INVOICE TOTAL £	52.88



Direct payment of suppliers

29 NOV 2006

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, see Green Book section 5.13.1. If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS

DR RICHARD TAYLOR

Constituency

WYRE FOREST

Claim details

Please ensure

- your claim totals more than £100 - this will enable us to process your claim more promptly
any claims for petty cash do not exceed £250 per month
you attach all supplier invoices.

You must specify

the Incidental Expenses Provision for costs that include office and surgery accommodation, equipment and supplies, communication and travel.

You can specify

the Incidental Expenses Provision or the Staffing Allowance for costs that include work commissioned or bought in services.

Date of claim

28 11 10 PM 06

Allowance year

2006 / 2007

Incidental Expenses Provision claims

Table with 2 columns: Suppliers, Amount. Row 1: BANNER, £ 3 : 72p. Rows 2-5 are blank.

Total £ 3 : 72p

Office use only

Table with 3 columns: Allow or A/c code, Supplier ID, Exp/Cat 5. Multiple empty rows.

Claim details continued

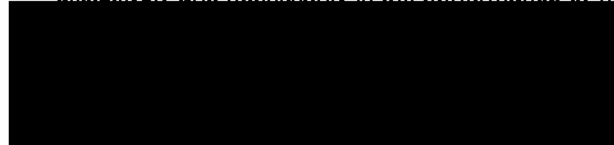
Staffing Allowance claims

	Suppliers	Amount
Item 6	_____	£ _____ : _____ p
Item 7	_____	£ _____ : _____ p
Item 8	_____	£ _____ : _____ p
Item 9	_____	£ _____ : _____ p
Total		£ _____ : _____ p

Office use only		
Allow or A/c code	Supplier ID	Exp/ 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 29/11/06

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			
Validation	Initials	Date	
Claims received		/ /	
Signature check		/ /	
Funds check		/ /	
Allowable expenditure		/ /	
Validation		/ /	
Member ID added to form		/ /	
Payment codes added to form		/ /	
Receipts/ documentation present		/ /	
Processing		/ /	
Input		/ /	

Please use margin for comments

Statement



office2office

Dr Richard Taylor MP

ss Supplies Ltd

Page : 1

Date	Transaction Type	Document	Customer Reference	Status	Transaction Value	Outstanding Value
25/10/2006					3.72	3.72

Total : 3.72

The items listed are outstanding on your account.
Payment is awaited, also if appropriate your instructions for use of any credit items.
Please ignore items under query or paid within the last 10 days.

Type:	Status:
INV Invoice	P Partly paid
CRN Credit Note	D Invoice under query
CASH Payment	
CADJ Credit Adjustment	
DADJ Debit Adjustment	



Direct payment of suppliers

23 NOV 2006

9802 AON 02

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

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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

DR. RICHARD TAYLOR

Constituency

WYRE FOREST

Claim details

Please ensure

- your claim totals more than £100 – this will enable us to process your claim more promptly
- any claims for petty cash do not exceed £250 per month
- you attach all supplier invoices.

You must specify

- the Incidental Expenses Provision for costs that include office and surgery accommodation, equipment and supplies, communication and travel.

You can specify

- the Incidental Expenses Provision or the Staffing Allowance for costs that include work commissioned or bought in services.

Date of claim

22 11 06

Allowance year

2006/2007

Incidental Expenses Provision claims

	Suppliers	Amount
Item 1	BT	£ 73 : 33 p
Item 2		£ : p
Item 3		£ : p
Item 4		£ : p
Item 5		£ : p

Total £ 73 : 33 p

Claim details continued

Staffing Allowance claims

	Suppliers	Amount
Item 6	_____	£ _____ : _____ p
Item 7	_____	£ _____ : _____ p
Item 8	_____	£ _____ : _____ p
Item 9	_____	£ _____ : _____ p
Total		£ _____ : _____ p

Office use only		
Allow or A/c code	Supplier ID	Exp/ Cat 5
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Authorisation and declaration

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

Signature _____

_____ MP

Date 27, 11, 06

Data protection

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Department of Finance & Administration, House of Commons, London SW1A 0AA

Office use only			
Validation	Initials	Date	
Claims received	_____	____/____/____	
Signature check	_____	____/____/____	
Funds check	_____	____/____/____	
Allowable expenditure	_____	____/____/____	
Validation	Initials	Date	
Member ID added to form	_____	____/____/____	
Payment codes added to form	_____	____/____/____	
Receipts/ documentation present	_____	____/____/____	
Processing			
Input	_____	____/____/____	

Please use margin for comments

30 NOV 2006

Your account and bill number

DR RICHARD
TAYLOR MP'S OFFICE



Bringing it all together

Date
November 2006

If you have a query
please see reverse for
our contact details.

BT Business Plan

Bill for

Service charges	£ 53.90
One-off charges	£ 10.00
VAT	£ 9.43

Total now due £ 73.33

*Please make sure we receive the total now due by
13 November 2006*

As a BT Business Plan customer...

You're already on a great value calls plan, but are you making the most of it? Make sure you're on our capped Landline to most UK mobiles rate of 25p for up to an hour.

And with BT Business Plan with BT Mobile, your mobile calls can now be combined with your landline calls - offering even more value.

See the last page of this bill for more information.

To pay the easy way with
Monthly Payment Plan or
Direct Debit, call us free on

Your VAT invoice is enclosed



Direct payment of suppliers

02 NOV 2006

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, see Green Book section 5.13.1.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS

DR RICHARD TAYLOR

Constituency

WILNE FOREST

Claim details

Please ensure

- your claim totals more than £100 – this will enable us to process your claim more promptly
- any claims for petty cash do not exceed £250 per month
- you attach all supplier invoices.

You must specify

- the Incidental Expenses Provision for costs that include office and surgery accommodation, equipment and supplies, communication and travel.

You can specify

- the Incidental Expenses Provision or the Staffing Allowance for costs that include work commissioned or bought in services.

Date of claim

1 11 06

Allowance year

2006/2007

Incidental Expenses Provision claims

	Suppliers	Amount
Item 1	BANNER	£ 3 : 77 p
Item 2		£ : p
Item 3		£ : p
Item 4		£ : p
Item 5		£ : p
Total		£ 3 : 72 p

Claim details continued

Staffing Allowance claims

	Suppliers	Amount
Item 6	_____	£ _____ : _____ p
Item 7	_____	£ _____ : _____ p
Item 8	_____	£ _____ : _____ p
Item 9	_____	£ _____ : _____ p
Total		£ _____ : _____ p

Office use only

Allow or A/c code	Supplier ID	Exp/ 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

Date

11/11/2006

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

Validation

Initials Date

Claims received

	/	/
--	---	---

Signature check

	/	/
--	---	---

Funds check

	/	/
--	---	---

Allowable expenditure

	/	/
--	---	---

Validation

Initials Date

Member ID added to form

	/	/
--	---	---

Payment codes added to form

	/	/
--	---	---

Receipts/ documentation present

	/	/
--	---	---

Processing

Input

	/	/
--	---	---

Please use margin for comments

Invoice

 * INVOICE NO. [REDACTED] *



office2office

PAYMENT SLIP
 Please see reverse
 for terms of business
 and how to pay

Invoice To :
 Dr Richard Taylor MP

Charge To :
 Dr Richard Taylor MP

Banner Business Supplies Ltd

[REDACTED]

Delivered To :
 Dr Richard Taylor MP

[REDACTED]

Page 1 of 1 Date 25/10/2006
 Acc.No. [REDACTED] Order Date 24/10/2006
 Order [REDACTED]
 C.A.R. [REDACTED]

Sales Order No [REDACTED]

Acc. No. : [REDACTED]
 Inv. No. : [REDACTED]
 Inv. Date: 25/10/2006
 Amt. Due : 3.72

Line No.	Line Ref.	Product Code	Product Description	Quantity	U.O.M.	Unit Price	Tax Date	Line excl VAT	Total VAT Rate	Line VAT
1		9090025	BANNER CUBE 75x75mm YELLOW	1	EACH	0.7500	24/10/06	0.75	17.50	0.13
2		0600081	SCOTCH MAGIC TAPE 810 19mmx33m	2	ROLL	1.2100	24/10/06	2.42	17.50	0.42

[REDACTED]

V.A.T. Summary			Sales Order Total (VAT excl)		3.17	
Rate	Taxable Sum	V.A.T. Amount				
17.50	3.17	0.55	VAT Registration	[REDACTED]		
			Settlement	[REDACTED]		
			Discount Terms	[REDACTED]		

INVOICE GOODS 3.17
 INVOICE V.A.T. 0.55
 INVOICE TOTAL 3.72

Please return the slip
 from final page of invoice with your payment



Direct payment of suppliers

13 OCT 2006

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, see Green Book section 5.13.1.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS

DR RICHARD TAYLOR

Constituency

WYBE FOREST

Claim details

Please ensure

- your claim totals more than £100 – this will enable us to process your claim more promptly
- any claims for petty cash do not exceed £250 per month
- you attach all supplier invoices.

You must specify

- the Incidental Expenses Provision for costs that include office and surgery accommodation, equipment and supplies, communication and travel.

You can specify

- the Incidental Expenses Provision or the Staffing Allowance for costs that include work commissioned or bought in services.

Date of claim

12 110 106

Allowance year

2006/2007

Incidental Expenses Provision claims

	Suppliers	Amount
Item 1	BANNER	£ 23 : 83 p
Item 2		£ : p
Item 3		£ : p
Item 4		£ : p
Item 5		£ : p

Total

£ 23 : 83 p

Claim details continued

Staffing Allowance claims

	Suppliers	Amount
Item 6	_____	£ _____ : _____ p
Item 7	_____	£ _____ : _____ p
Item 8	_____	£ _____ : _____ p
Item 9	_____	£ _____ : _____ p
Total		£ _____ : _____ p

Office use only		
Allow or A/c code	Supplier ID	Exp/ Cat 5

Authorisation and declaration

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

Signature

_____ MP

Date

12, 10, 2006

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			
Validation	Initials	Date	
Claims received		/ /	
Signature check		/ /	
Funds check		/ /	
Allowable expenditure		/ /	
Validation	Initials	Date	
Member ID added to form		/ /	
Payment codes added to form		/ /	
Receipts/ documentation present		/ /	
Processing			
Input		/ /	
Please use margin for comments			

Invoice

 * INVOICE NO [REDACTED] *



Invoice To :
 Dr Richard Taylor MP

Charge To :
 Dr Richard Taylor MP

Banner Business Supplies Ltd

[REDACTED]

Delivered To :
 Dr Richard Taylor MP

[REDACTED]

Page 1 Of 1 Date 28/09/2006
 Acc.No [REDACTED] Order Date 27/09/2006
 Order [REDACTED]
 C.A.R. [REDACTED]

Sales Order No : [REDACTED]

Line No.	Line Ref.	Product Code	Product Description	Quantity	U.O.M.	Unit Price	Tax Date	Line excl VAT	Total VAT Rate	Line VAT
1		9100017	BANNER A5 SPIRAL S/HAND N/BOOK 200P	6	BOOK	0.3100	27/09/06	1.86	17.50	0.33
2		9410409	BANNER A4 PP CUT BACK FLDR 105mu AS	1	PACK25	5.3700	27/09/06	5.37	17.50	0.94
3		9420095	BANNER A-Z MYLAR TAB EXPANDING FILE	1	EACH	5.4500	27/09/06	5.45	17.50	0.95
4		9310035	INVISIBLE TAPE 24mmx66m	2	ROLL	2.8300	27/09/06	5.66	17.50	0.99
5		9290010	RAPESCO 24/6 STAPLES	1	BX5000	1.9400	27/09/06	1.94	17.50	0.34

[REDACTED]

V.A.T. Summary

Rate	Taxable Sum	V.A.T. Amount
17.50	20.28	3.55

Sales Order Total (VAT excl) 20.28

Settlement Discount Terms [REDACTED]

INVOICE GOODS	20.28
INVOICE V.A.T.	3.55
INVOICE TOTAL	23.83

PAYMENT SLIP

Please see reverse for terms of business and how to pay

Acc. No. : [REDACTED]
 Inv. No. : [REDACTED]
 Inv. Date: 28/09/2006
 Amt. Due : 23.83

Please return the slip

from final page of invoice with your payment by

26/10/2006



Member's reimbursement form

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, see *Green Book* section 5.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS

DR RICHARD TAYLOR

Constituency

WYRE FOREST

Claim details

Please ensure

- your claim totals more than £100
- you provide journey details of all taxi journeys
- you attach all receipts or invoices for items of £250 and above
- any claims for petty cash do not exceed £250 per month.

You can only claim for

- costs you have actually paid
- office and surgery accommodation, equipment and supplies, work commissioned, communication and travel.

Period of claim

from / /

to / /

Allowance year

2006/2007

Description of service or goods

Amount

Item 1

MANUS

£ 83 : 97 p

Item 2

£ : p

Item 3

£ - : p

Item 4

£ : p

Item 5

£ : p

Item 6

£ : p

Item 7

£ : p

Item 8

£ : p

Item 9

£ : p

Item 10

£ : p


Total

£ 83 : 97 p

Authorisation and declaration

I claim reimbursement of these costs which I incurred wholly, exclusively and necessarily in the performance of my Parliamentary duties

Signature 

MP 

Date 12.10.2006

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 Inland Revenue. 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.


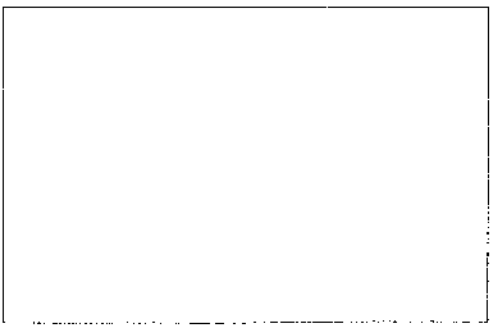
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Send your completed form to

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

Office use only		Input subtotals per Cat 5	
Validation	Initials Date		
Claims received	<input type="text"/> / <input type="text"/> / <input type="text"/>		£ 83.97
Signature check	<input type="text"/> / <input type="text"/> / <input type="text"/>		£
Funds check	<input type="text"/> / <input type="text"/> / <input type="text"/>		£
Allowable expenditure	<input type="text"/> / <input type="text"/> / <input type="text"/>		£
Member Res ID & Costc	<input type="text"/> / <input type="text"/> / <input type="text"/>		£
Ext type/Cat 5 & subtotals added to form	<input type="text"/> / <input type="text"/> / <input type="text"/>		£ 83.97
Receipts/ documentation present	<input type="text"/> / <input type="text"/> / <input type="text"/>	Comments	
Processing			
Input	<input type="text"/> / <input type="text"/> / <input type="text"/>		

Ryman

the stationer



SALES VOUCHER

Customer copy

	£
HP INK CART C6578D 3 COL 1302507268	29.99
HP INK CART 51645A BLACK 1302507101	26.99
HP INK CART 51645A BLACK 1302507101	26.99

Total 3 Items	£83.97
	£83.97

VAT Analysis

VAT NO.

VAT Code	Trans Amount	VAT
1 17.5%	71.46	12.51



Direct payment of suppliers

21 AUG 2006

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, see Green Book section 5.13.1.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS

DR MICHAEL TAYLOR

Constituency

WYRE FOREST

Claim details

Please ensure

- your claim totals more than £100 – this will enable us to process your claim more promptly
- any claims for petty cash do not exceed £250 per month
- you attach all supplier invoices.

You must specify

- the Incidental Expenses Provision for costs that include office and surgery accommodation, equipment and supplies, communication and travel.

You can specify

- the Incidental Expenses Provision or the Staffing Allowance for costs that include work commissioned or bought in services.

Date of claim

16 / 08 / 06

Allowance year

2006 / 2007

Incidental Expenses Provision claims

	Suppliers	Amount
Item 1	BT	£ 68 : 15 p
Item 2		£ : p
Item 3		£ : p
Item 4		£ : p
Item 5		£ : p

Total

£ 68 : 15 p

Claim details continued

Staffing Allowance claims

	Suppliers	Amount
Item 6	_____	£ _____ : _____ p
Item 7	_____	£ _____ : _____ p
Item 8	_____	£ _____ : _____ p
Item 9	_____	£ _____ : _____ p
Total		£ _____ : _____ p

Office use only		
Allow or A/c code	Supplier ID	Exp/ 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 _____ P

Date 19, 8, 2006

Data protection

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

Office use only			
Validation	Initials	Date	
Claims received	_____	____/____/____	
Signature check	_____	____/____/____	
Funds check	_____	____/____/____	
Allowable expenditure	_____	____/____/____	
Validation	Initials	Date	
Member ID added to form	_____	____/____/____	
Payment codes added to form	_____	____/____/____	
Receipts/ documentation present	_____	____/____/____	
Processing	Initials	Date	
Input	_____	____/____/____	

Please use margin for comments

Your account number

Date
2 August 2006

If you have a query
please see reverse for
our contact details.

DR RICHARD
TAYLOR MP'S OFFICE



Bringing it all together

BT Business Plan

Bill for

Cost of calls	£ 0.97
Service charges	£ 52.78
One-off charges	£ 5.00
VAT	£ 9.40

Total now due £ 68.15

*Please make sure we receive the total now due by
13 August 2006*

As a BT Business Plan customer...

You're on one of the most competitive calling packages around, but make sure you're on our capped Landline to most UK mobiles rate of 25p for up to an hour!

And now with BT Business Plan with BT Mobile, your mobile calls can be combined with your landline calls - offering many benefits.

See the last page of this bill for more information.

Are you on track to receive your 5% reward?
As a BT Business Plan customer, you can review your account for free. Go online now at
www.bt.com/businessplan/review.



Direct payment of suppliers

0007 701 91

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, see Green Book section 5.13.1.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS

DR RICHARD TAYLOR

Constituency

WURE FOREST

Claim details

Please ensure

- your claim totals more than £100 – this will enable us to process your claim more promptly
- any claims for petty cash do not exceed £250 per month
- you attach all supplier invoices.

You must specify

- the Incidental Expenses Provision for costs that include office and surgery accommodation, equipment and supplies, communication and travel.

You can specify

- the Incidental Expenses Provision or the Staffing Allowance for costs that include work commissioned or bought in services.

Date of claim

11/10/06

Allowance year

~~2005-2006~~ 06-07

Incidental Expenses Provision claims

	Suppliers	Amount
Item 1	DELL	£ 105 : 75 p
Item 2		£ : p
Item 3		£ : p
Item 4		£ : p
Item 5		£ : p

Total

£105 : 75 p

Claim details continued

Staffing Allowance claims

	Suppliers	Amount
Item 6	<input type="text"/>	£ <input type="text"/> : <input type="text"/> p
Item 7	<input type="text"/>	£ <input type="text"/> : <input type="text"/> p
Item 8	<input type="text"/>	£ <input type="text"/> : <input type="text"/> p
Item 9	<input type="text"/>	£ <input type="text"/> : <input type="text"/> p
Total		£ <input type="text"/> : <input type="text"/> p

Office use only		
Allow or A/c code	Supplier ID	Exp/ Cat 5
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

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

12, 7, 2006

Data protection

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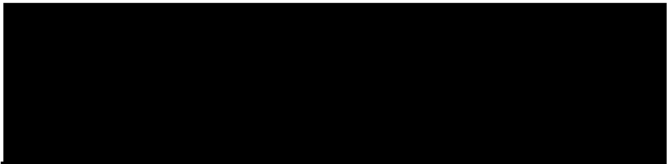
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Validation Team, Operations Directorate,
Department of Finance & Administration, House of Commons, London SW1A 0AA

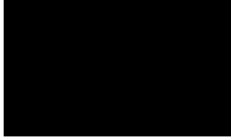
Office use only			
Validation	Initials	Date	
Claims received	<input type="text"/>	<input type="text"/>	<input type="text"/>
Signature check	<input type="text"/>	<input type="text"/>	<input type="text"/>
Funds check	<input type="text"/>	<input type="text"/>	<input type="text"/>
Allowable expenditure	<input type="text"/>	<input type="text"/>	<input type="text"/>
Validation	Initials	Date	
Member ID added to form	<input type="text"/>	<input type="text"/>	<input type="text"/>
Payment codes added to form	<input type="text"/>	<input type="text"/>	<input type="text"/>
Receipts/ documentation present	<input type="text"/>	<input type="text"/>	<input type="text"/>
Processing			
Input	<input type="text"/>	<input type="text"/>	<input type="text"/>
Please use margin for comments			



Invoice

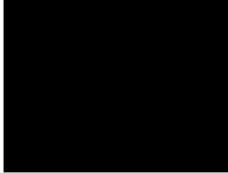
Invoice To:

House of Commons
Dr. Richard Taylor



Deliver To:

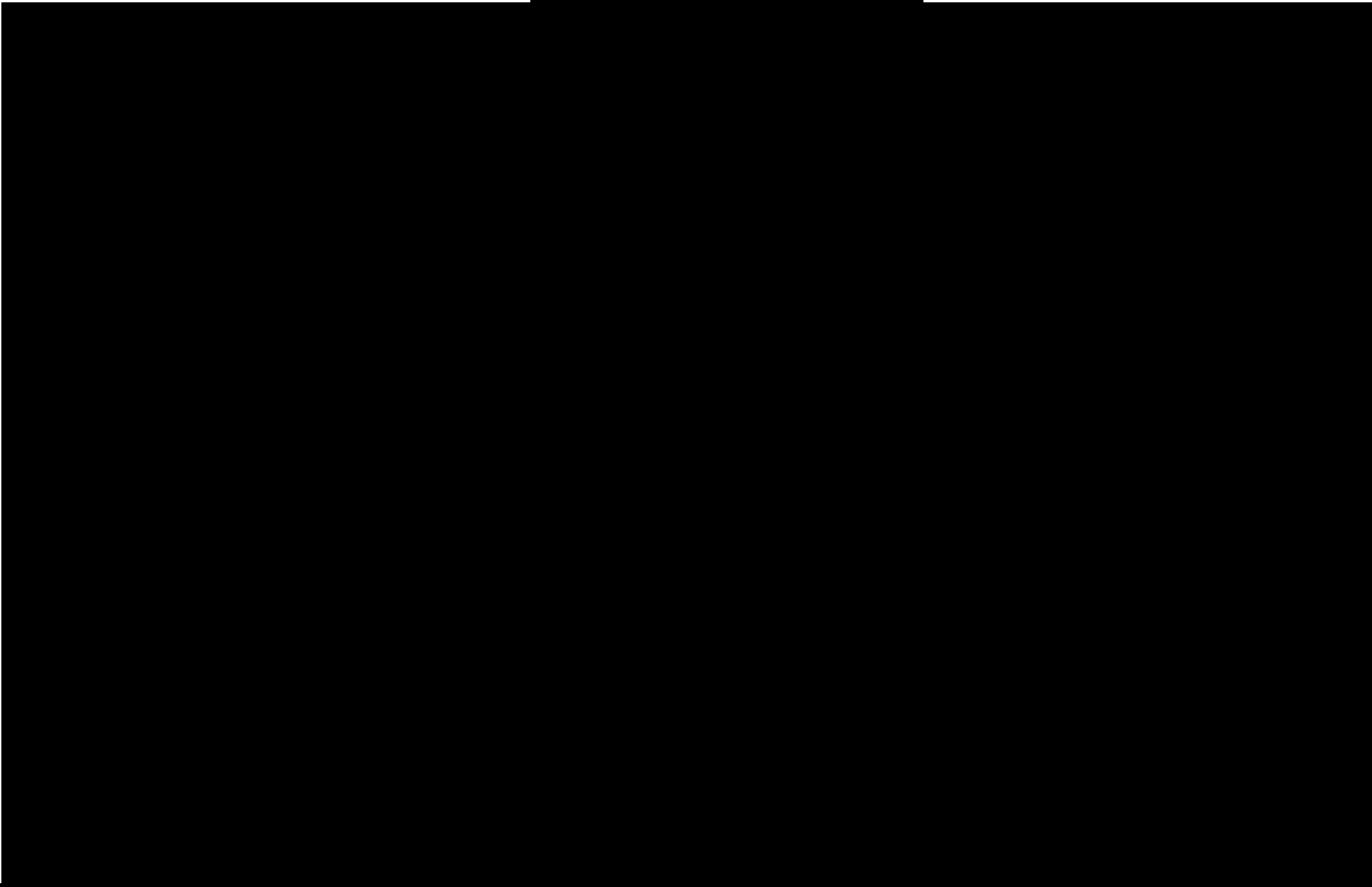
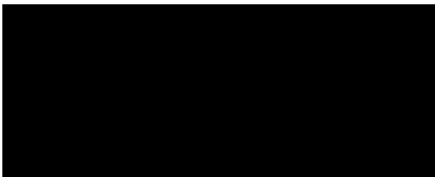
House of Commons



Item No.	Description	Quantity
593-10082	High Capacity Black Toner Cartridge for Dell Multifunction Laser Printer 1600n - Kit	2
800-10709	Info - Laser Standard Consumables Delivery	1

VAT Summary

VAT Rate %	GBP Total Net £	GBP VAT £		GBP
17.5	90.00	15.75	Subtotal	90.00
			Freight	0.00
			VAT £	15.75
			Total	105.75





Direct payment of suppliers

23 JUN 2006

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, see Green Book section 5.13.1.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS

DR. RICHARD TAYLOR

Constituency

WYRE FOREST

Claim details

Please ensure

- your claim totals more than £100 – this will enable us to process your claim more promptly
- any claims for petty cash do not exceed £250 per month
- you attach all supplier invoices.

You must specify

- the Incidental Expenses Provision for costs that include office and surgery accommodation, equipment and supplies, communication and travel.

You can specify

- the Incidental Expenses Provision or the Staffing Allowance for costs that include work commissioned or bought in services.

Date of claim

19 10 06

Allowance year

2006/2007

Incidental Expenses Provision claims

	Suppliers	Amount
Item 1	BANNER	£ 359 : 55 p
Item 2	BANNER	£ 143 : 93 p
Item 3		£ : p
Item 4		£ : p
Item 5		£ : p
Total		£ 503 : 48 p

Claim details continued

Staffing Allowance claims

	Suppliers	Amount
Item 6	_____	£ _____ : _____ p
Item 7	_____	£ _____ : _____ p
Item 8	_____	£ _____ : _____ p
Item 9	_____	£ _____ : _____ p
Total		£ _____ : _____ p

Office use only		
Allow or A/c code	Supplier ID	Exp/ Cat 5
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Authorisation and declaration

I confirm that the payments requested are in respect of costs incurred wholly, or partly, in respect of my parliamentary duties.

Signature

Date

____ / ____ / ____

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			
Validation	Initials	Date	
Claims received	_____	____ / ____ / ____	
Signature check	_____	____ / ____ / ____	
Funds check	_____	____ / ____ / ____	
Allowable expenditure	_____	____ / ____ / ____	
Member ID added to form	_____	____ / ____ / ____	
Payment codes added to form	_____	____ / ____ / ____	
Receipts/ documentation present	_____	____ / ____ / ____	
Processing			
Input	_____	____ / ____ / ____	

Please use margin for comments

Invoice



 * INVOICE NO. [REDACTED] *

PAYMENT SLIP
 Please see reverse
 for terms of business
 and how to pay

Invoice To :
 Dr Richard Taylor MP

Charge To :
 Dr Richard Taylor MP

Banner Business Supplies Ltd



Acc. No. : [REDACTED]

Inv. No. : [REDACTED]

Inv. Date: 14/06/2006

Amt. Due : 359.55

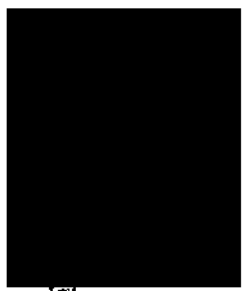
Page 1 Of 1 Date 14/06/2006
 Acc. No. [REDACTED] Order Date 13/06/2006
 Order [REDACTED]
 C.A.R. [REDACTED]

Delivered To [REDACTED]
 Dr Richard Taylor MP



Sales Order No : [REDACTED]

Line No.	Line Ref.	Product Code	Product Description	Quantity	U.O.M.	Unit Price	Tax Date	Line Total excl VAT	VAT Rate	Line VAT
1		[REDACTED]	SANYO TRC6030 MICRO TRANSCRIBER	1	MACHN	306.0000	13/06/06	306.00	17.50	53.55



Please return the slip
 from final page of invoice with your payment by

V.A.T. Summary			Sales Order Total (VAT excl)			
Rate	Taxable Sum	V.A.T. Amount				
17.50	306.00	53.55	VAT Registration	[REDACTED]	INVOICE GOODS	306.00
			Settlement	[REDACTED]	INVOICE V.A.T.	53.55
			Discount Terms	[REDACTED]	INVOICE TOTAL	359.55



Statement



Dr Richard Taylor MP

Customer Account : [REDACTED]
 Statement Date : 13/06/2006

Banner Business Supplies Ltd

Page : 1

Date	Transaction Type	Document	Customer Reference	Status	Transaction Value	Outstanding Value
18/05/2006	[REDACTED]	[REDACTED]	[REDACTED]		96.93	96.93
31/05/2006	[REDACTED]	[REDACTED]	[REDACTED]		47.00	47.00

The items listed are outstanding on your account.
 Payment is awaited, also if appropriate your instructions for use of any credit items.
 Please ignore items under query or paid within the last 10 days.



Type:	Status:
INV Invoice	P Partly paid
CRN Credit Note	D Invoice under query
CASH Payment	
CADJ Credit Adjustment	
DADJ Debit Adjustment	

Total : 143.93



Member's reimbursement form

07 JUN 2006

21 JUN 2006

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, see *Green Book* section 5.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name
in CAPITAL LETTERS

DR RICHARD TAYLOR

Constituency

WINDLE FORD

Claim details

Please ensure

- your claim totals more than £100
- you provide journey details of all taxi journeys
- you attach all receipts or invoices for items of £250 and above
- any claims for petty cash do not exceed £250 per month.

You can only claim for

- costs you have actually paid
- office and surgery accommodation, equipment and supplies, work commissioned, communication and travel.

Period of claim

from 1 APRIL 2006 to 1 APRIL 2007

Allowance year

06/07

	Description of service or goods	Amount
Item 1	RT	£ 65 : 43p
Item 2		£ : p
Item 3		£ : p
Item 4		£ : p
Item 5		£ : p
Item 6		£ : p
Item 7		£ : p
Item 8		£ : p
Item 9		£ : p
Item 10		£ : p

Total

£ 65 : 43p

Authorisation and declaration

I claim reimbursement of these costs which I incurred wholly, exclusively and necessarily in the performance of my Parliamentary duties

Signature

[Redacted Signature]

MP

Date

20.6.06

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 Inland Revenue. 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 SW1A 0AA

Office use only

Validation

Initials Date

Claims received

[Handwritten initials] / /

Signature check

[Handwritten initials] / /

Funds check

[Handwritten initials] / /

Allowable expenditure

[Handwritten initials] / /

Member Res ID & Costc

[Handwritten initials] / /

Ext type/Cat 5 & subtotals added to form

[Handwritten initials] / /

Receipts/ documentation present

[Handwritten initials] / /

Processing

Input

/ /

Input subtotals per Cat 5

£ 65.43

£

£

£

£

£

£

£

£ 65.43

Comments

[Empty box for comments]

Direct Debit

– the smart way to pay.

Your account and bill number

DR RICHARD
TAYLOR MP'S OFFICE



Date
21 May 2006

If you have a query
please see reverse for
our contact details.

Reminder

for

Total now overdue
£ 65.43

If you have paid this amount in full within the
last few days

- thank you for your payment
- please accept our apologies for this reminder
- there is no need to call us.

If you have not yet paid this amount in full
please do so immediately. See back of the
reminder for payment options.

Please pay this bill immediately

You may incur a late payment charge
and/or a reconnection charge if you fail
to pay this immediately.

You can pay by either Debit or Credit
Card by calling 0800 1690108 or
visiting www.bt.com/billing-payments.
For details of other payment options,
please see the back of this bill.



Direct payment of suppliers

09 JUN 2006

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, see Green Book section 5.13.1.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

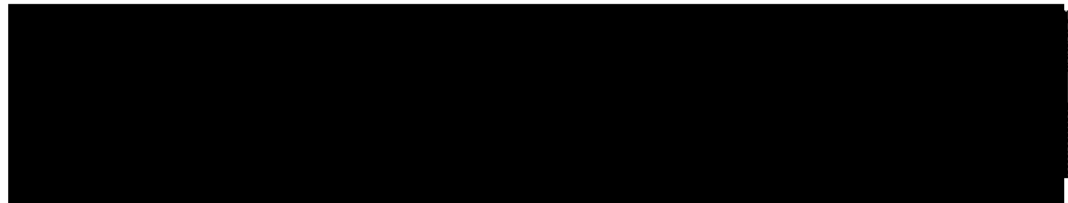
Your details

Name in CAPITAL LETTERS

DR RICHARD TAYLOR

Constituency

WYRE FOREST



Claim details

Please ensure

- your claim totals more than £100 – this will enable us to process your claim more promptly
- any claims for petty cash do not exceed £250 per month
- you attach all supplier invoices.

You must specify

- the Incidental Expenses Provision for costs that include office and surgery accommodation, equipment and supplies, communication and travel.

You can specify

- the Incidental Expenses Provision or the Staffing Allowance for costs that include work commissioned or bought in services.

Date of claim

08 10 06

Allowance year

2006/2007

Incidental Expenses Provision claims

	Suppliers	Amount
Item 1	BANNER	£ 47 : 00 p
Item 2		£ : p
Item 3		£ : p
Item 4		£ : p
Item 5		£ : p

Total

£ 47 : 00 p

Claim details continued

Staffing Allowance claims

	Suppliers	Amount
Item 6	_____	£ _____ : _____ p
Item 7	_____	£ _____ : _____ p
Item 8	_____	£ _____ : _____ p
Item 9	_____	£ _____ : _____ p
Total		£ _____ : _____ p

Office use only		
Allow or A/c code	Supplier ID	Exp/ 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

08 / 06 / 06

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			
Validation	Initials	Date	
Claims received	_____	____/____/____	
Signature check	_____	____/____/____	
Funds check	_____	____/____/____	
Allowable expenditure	_____	____/____/____	
Validation	Initials	Date	
Member ID added to form	_____	____/____/____	
Payment codes added to form	_____	____/____/____	
Receipts/ documentation present	_____	____/____/____	
Processing			
Input	_____	____/____/____	

Please use margin for comments

Invoice

 * INVOICE NO. [REDACTED] *
 * ***** *



PAYMENT SLIP
 Please see reverse
 for terms of business
 and how to pay

Invoice To :
 Dr Richard Taylor MP

Charge To :
 Dr Richard Taylor MP

Banner Business Supplies Ltd

[REDACTED]

Page 1 Of 1 Date 31/05/2006
 Acc.No. [REDACTED] Order Date 25/05/2006
 Order [REDACTED]
 C.A.R.

Delivered To :
 Dr Richard Taylor MP

[REDACTED]

Sales Order No : [REDACTED]

Acc. No. : [REDACTED]
 Inv. No. : [REDACTED]
 Inv. Date: 31/05/2006
 Amt. Due : 47.00

Line No.	Line Ref.	Product Code	Product Description	Quantity	U.O.M.	Unit Price	Tax Date	Line Total excl VAT	VAT Rate	Line VAT
1		[REDACTED]	SAMSUNG EXTERNAL FLOPPY DISK DRIVE SAMAC087	1	EACH	40.0000	25/05/06 25/05/06	40.00	17.50	7.00

[REDACTED]

V.A.T. Summary

Rate	Taxable Sum	V.A.T. Amount
17.50	40.00	7.00

Sales Order Total (VAT excl) 40.00

INVOICE GOODS	40.00
INVOICE V.A.T.	7.00
INVOICE TOTAL	47.00

Settlement Discount Terms [REDACTED]

Please return the slip
 from final page of invoice with your payment by

28/06/2006

[REDACTED]



Direct payment of suppliers

30 MAY 2006

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, see Green Book section 5.13.1.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

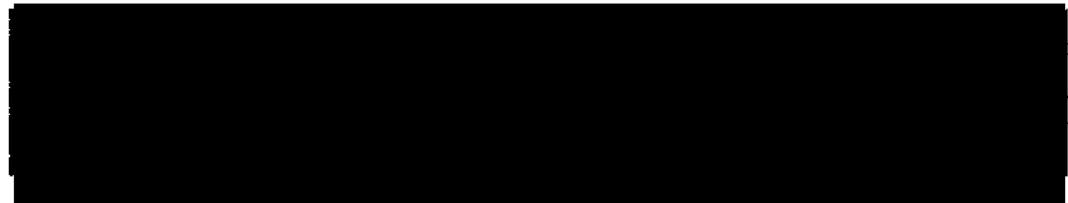
Your details

Name in CAPITAL LETTERS

DR. RICHARD TAYLOR

Constituency

WYRE FOREST



Claim details

Please ensure

- your claim totals more than £100 – this will enable us to process your claim more promptly
- any claims for petty cash do not exceed £250 per month
- you attach all supplier invoices.

You must specify

- the Incidental Expenses Provision for costs that include office and surgery accommodation, equipment and supplies, communication and travel.

You can specify

- the Incidental Expenses Provision or the Staffing Allowance for costs that include work commissioned or bought in services.

Date of claim

23/05/06

Allowance year

2006/2007

Incidental Expenses Provision claims

	Suppliers	Amount
Item 1	BANNER	£ 96 : 93 p
Item 2	LANGFORD PRINTERS	£ 78 : 73 p
Item 3		£ : p
Item 4		£ : p
Item 5		£ : p

Total £175:66p

Claim details continued

Staffing Allowance claims

	Suppliers	Amount
Item 6	_____	£ : p
Item 7	_____	£ : p
Item 8	_____	£ : p
Item 9	_____	£ : p
Total		£ : p

Office use only		
Allow or A/c code	Supplier ID	Exp/ 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

Date

26/5/06

Data protection

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

Office use only			
Validation	Initials	Date	
Claims received	_____	____/____/____	
Signature check	_____	____/____/____	
Funds check	_____	____/____/____	
Allowable expenditure	_____	____/____/____	
Validation			
Member ID added to form	_____	____/____/____	
Payment codes added to form	_____	____/____/____	
Receipts/ documentation present	_____	____/____/____	
Processing			
Input	_____	____/____/____	
Please use margin for comments			



LANGFORD PRINTERS

[REDACTED]

[REDACTED]

Invoice

Dr Richard Taylor FRCP MP
[REDACTED]

INVOICE NUMBER	[REDACTED]
DATE / TAX POINT	19/05/2006

ACCOUNT NUMBER	[REDACTED]
----------------	------------

DETAILS	NET PRICE	VAT
500 x Green on Cream HOC Visiting Cards	47.00	8.23
New Plate and Artwork Charge	20.00	3.50
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]

[REDACTED]

DELIVERY ADDRESS:
[REDACTED]

TOTAL NET	67.00
TOTAL VAT	11.73
INVOICE TOTAL £	78.73

VAT REGISTRATION NO. [REDACTED]

Invoice

 * INVOICE NO. [REDACTED]
 * *****



PAYMENT SLIP
 Please see reverse
 for terms of business
 and how to pay

Invoice To :
 Dr Richard Taylor MP

Charge To :
 Dr Richard Taylor MP

Banner Business Supplies Ltd

[REDACTED]

Acc. No. : [REDACTED]

Inv. No. : [REDACTED]

Page 1 Of 1 Date 18/05/2006
 Acc.No. [REDACTED] Order Date 17/05/2006
 Order [REDACTED]
 C.A.R. [REDACTED]

Delivered To : [REDACTED]
 Dr Richard Taylor MP

[REDACTED]

Inv. Date: 18/05/2006

Sales Order No : [REDACTED]

Amt. Due : 96.93

Line No.	Line Ref.	Product Code	Product Description	Quantity	U.O.M.	Unit Price	Tax Date	Line Total excl VAT	VAT Rate	Line VAT
1		9600016	BANNER FLASH DRIVE 256Mb	2	EACH	38.8500	17/05/06	77.70	17.50	13.60
2		9090025	BANNER CUBE 75x75mm YELLOW	2	EACH	0.7500	17/05/06	1.50	17.50	0.26
3		9240105	BANNER TC BALLPOINT PEN FINE BK	1	PACK20	2.0800	17/05/06	2.08	17.50	0.36
4		9280012	BANNER LARGE LIPPED PAPERCLIP	1	BX1000	1.2200	17/05/06	1.22	17.50	0.21

[REDACTED]

[REDACTED]

V.A.T. Summary			Sales Order Total (VAT excl)		82.50	
Rate	Taxable Sum	V.A.T. Amount			INVOICE GOODS	82.50
17.50	82.50	14.43	VAT Registration	[REDACTED]	INVOICE V.A.T.	14.43
			Settlement	[REDACTED]	INVOICE TOTAL	96.93
			Discount Terms	[REDACTED]		

Please return the slip
 from final page of invoice with your payment by

15/06/2006

[REDACTED]