



**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

SADIQ KHAN

**Constituency**

TOOTING

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 28 / 2 / 08 to 14 / 3 / 08

**Allowance year**

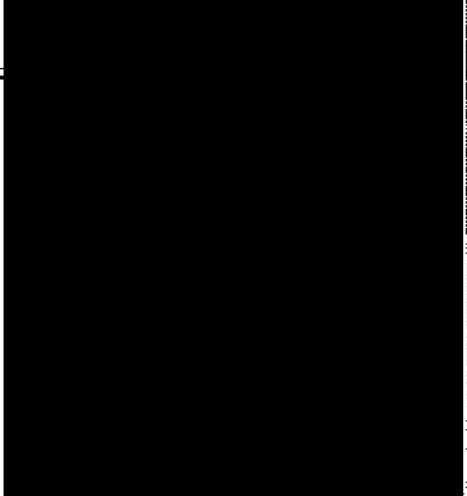
07 / 08

**Suppliers**

**Amount**

Suppliers	Amount
<u>Smart Office Systems</u>	<u>£ 707.83 p</u>
<u>Uniprint</u>	<u>£ 140.00 p</u>
	_____ p
	_____ p
_____	£ _____ p
_____	£ _____ p
_____	£ _____ p
_____	£ _____ p

Office use only  
Allow. / Supp ID / Exp.Type  
(Cat 5)



**Authorisation and declaration**

I confirm that  
exclusively

requested are in respect of costs incurred wholly,  
of my Parliamentary duties.

**Signature**

**MP**

**Date**

14/3/08

# SERVICE INVOICE



Invoice No.	[REDACTED]
Invoice Date. 28/02/2008	Account No. [REDACTED]

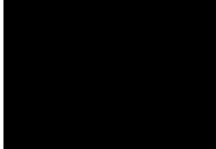
Invoice To.

Sadiq Khan Mp



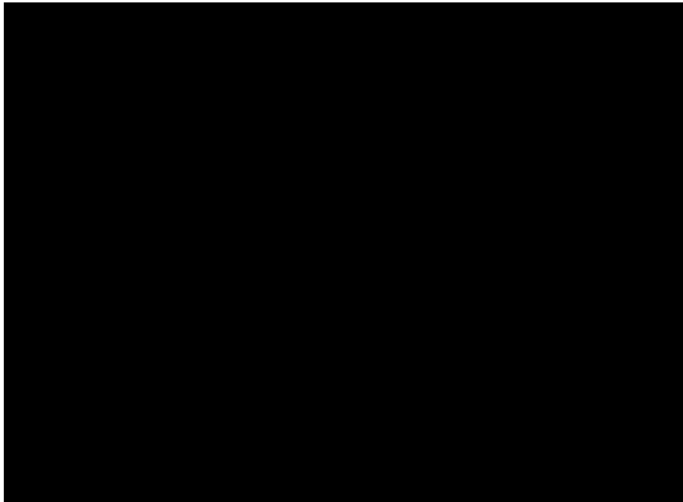
Work Address.

Sadiq Khan Mp



02 MAR 2008

Qty	Description	Unit Amount	Net Amount	VAT Amount
1.00	Call out	125.00	125.00	21.88
1.00	SCREEN ASSY 5	474.00	474.00	82.95
1.00	LIGHT ABSORBER STRIP 328X20	0.00	0.00	0.00



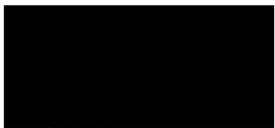
Payment Terms: 30 days, due by 29 Mar 2008	
Job No	[REDACTED]
Item	[REDACTED]
Serial No	[REDACTED]

NET	£599.00
VAT	£104.83
<b>TOTAL</b>	<b>£703.83</b>

# STATEMENT

# REMITTANCE ADVICE

UNIPRINT LIMITED



To:  
Sadio Khan MP  
[Redacted]

A/c Ref. [Redacted]  
Date: 09/03/2008  
Page:

NOTE: All values are shown in Pound Sterling

Date	Ref.	Details	Debit	Credit
/02/08	[Redacted]	40,000 A4 Totally Tooting N	740.00	

Current	30 Day	60 Day	90 Day	120+ Day
£ 740.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00

**Amount Due**  
£ 740.00



FINANCE & ADMINISTRATION  
HOUSE OF COMMONS

# Communications Allowance

## Direct payment of suppliers

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### Your details

Name  
in CAPITAL LETTERS

SADIQ KHAN

Constituency

TOOTINS

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 / 2 / 08 to 27 / 2 / 08

Allowance year

07 / 08

Suppliers

Amount

Oniprint Ltd

£ 740 . 00 p

£ \_\_\_\_\_ p

£ \_\_\_\_\_ p

£ \_\_\_\_\_ p

£ \_\_\_\_\_ p

£ \_\_\_\_\_ p

£ \_\_\_\_\_ p

£ \_\_\_\_\_ p

Office use only

Allow. / Supp ID / Exp. Type

### Authorisation and declaration

I confirm (exclusive)

are in respect of costs incurred wholly, in the performance of my Parliamentary duties.

Signature



MP

Date

29/2/08

**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

# Uniprint Ltd

14 FEB 2008

## Invoice

Vat No [REDACTED]

Invoice No. [REDACTED]

Invoice/Tax Date [REDACTED]

Order No. [REDACTED]

Account No. [REDACTED]

Sadiq Khan MP  
[REDACTED]

### Description

[REDACTED] A4 Totally Tooting Newsletter ptd  
PMS485 black 2 sides on 80gsm  
white bond

Nett

740.00

VAT

0.00

Total Net Amount

740.00

Total VAT Amount

0.00

Invoice Total

740.00

**SETTLEMENT TERMS**  
30 DAYS FROM DATE OF INVOICE



**Communications Allowance**  
**Direct payment of suppliers**

17 11 2003

**Comms2**

page 1 of 2

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**Your details**

Name in CAPITAL LETTERS

SADIQ KHAN

Constituency

TOOTING

Office use only Cost

**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 1 / 12 / 07 to 31 / 1 / 08

Allowance year

07 / 08

Suppliers

Amount

SMART OFFICE SYSTEMS £ 499 : 85 P

SMART OFFICE SYSTEMS £ 475 : 52 P

£ : P

£ : P

£ : P

£ : P

£ : P

£ : P

Office use only

Allow / Supp ID / Exp Type

**Authorisation and declaration**

I confirm that these costs are in respect of costs incurred wholly, exclusively for the performance of my Parliamentary duties.

are in respect of costs incurred wholly, exclusively for the performance of my Parliamentary duties.

Signature

MP

Date

4/2/07

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

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**Office use only**

Initials / Date

Validation  
completed**Comments**



# METER INVOICE

Invoice No. [REDACTED]

Invoice Date. [REDACTED]

Invoice To.

Sadiq Khan Mp  
[REDACTED]

## Invoice Details

Machine Details

Location

Meter Total Copies:

Estimate

Meter installed at 78,750 copies

Reading at 02/01/2008 is 633,084

Reading at 24/09/2007 was 540,420

62,500 copies already invoiced

30,164 copies used at 0.400p per copy

Minimum volume: 25/12/2007-24/03/2008  
[REDACTED]

Net Amount

VAT Amount

120.66

21.11

250.00

43.75

Payment Terms: 30 days, due by 31 Jan 2008

NET

£370.66

VAT

£64.86

TOTAL

£435.52

# SALES INVOICE

Invoice No.	[REDACTED]
Invoice Date.	[REDACTED]



Invoice To.  
Sadiq Khan Mp  
[REDACTED]

Deliver To.  
Sadiq Khan Mp  
[REDACTED]



Qty	Invoice Details	Unit Amount	Net Amount	VAT Amount
2	RZ Masters Type 77 A3	44.00	88.00	15.40
12	Z Type Black Ink	19.95	239.40	41.90
4	Z Type Bright Red	24.50	98.00	17.15



[REDACTED]	[REDACTED]
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NET	£425.40
VAT	£74.45
TOTAL	£499.85



Communications Allowance  
Direct payment of suppliers

VALIDATION

14 DEC 2007

RECEIVED

Comms2

page 1 of 2

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Your details

Name in CAPITAL LETTERS

SADIQ KHAN

Constituency

TOOTING

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 26 / 10 / 07 to 11 / 12 / 07

Allowance year

07 / 08

Supplier

Amount

Office use only

Litlotek

£ 722.63 p

County Distribution Group

£ 799.00 p

£ : p

£ : p

£ : p

£ : p

£ : p

£ 1521.63 p

Authorisation and declaration

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

Signature

MP

Date

11/12/07

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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**

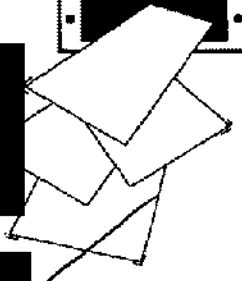
Initials / Date

Validation completed

Comments

12 NOV 2007

# County Distribution Group



Mr S. Khan M.P.



Invoice No

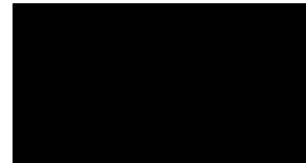


VAT Reg



26<sup>th</sup> October 2007

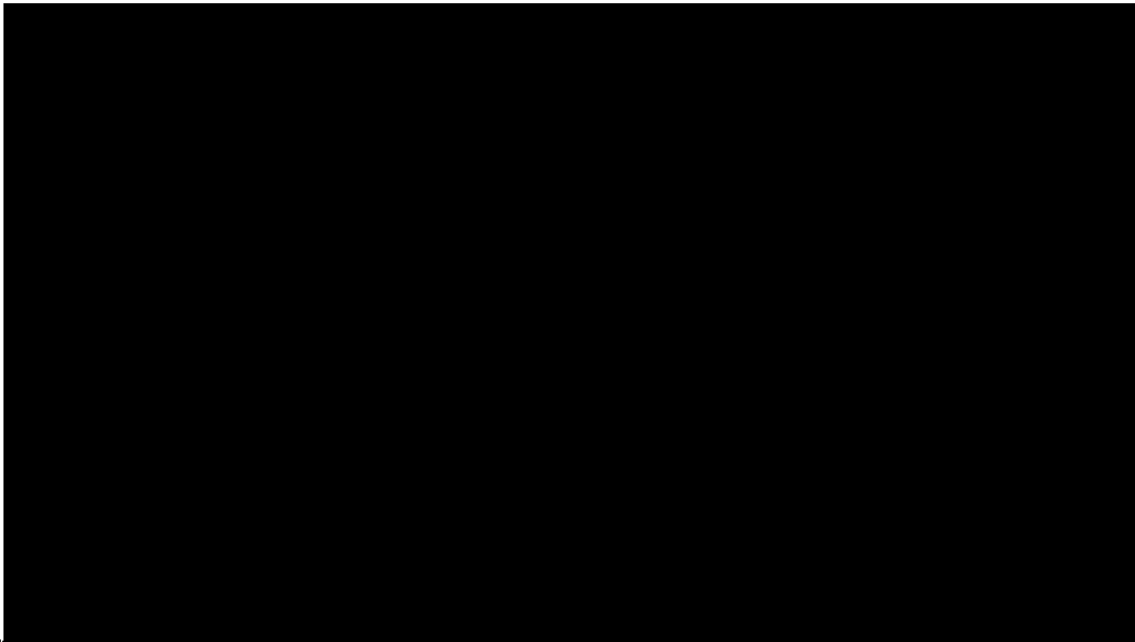
## Invoice



To delivering  leaflets to Tooting area 

	£	680.00
VAT at 17 ½%	£	119.00
		<hr/>
	£	799.00
		<hr/>

Terms Payment on receipt of invoice.

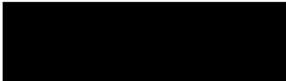
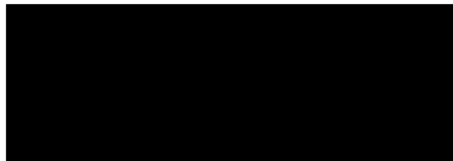




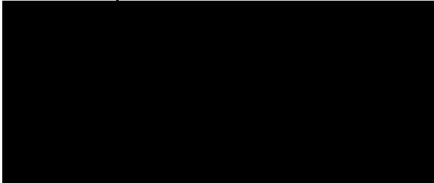
**lithotek**  
print solutions ltd

06 NOV 2007

**Invoice**



Sadiq Khan MP



Invoice No:

Invoice/tax date:

Order No:

Account No:

Our Job Ref:



Service Details

To supply:

 copies of:  
**Sadiq Khan MP Letterhead overprints.**

Extra cost to produce new artwork

Net Amount

VAT Amount

£565.00

£98.88

£ 50.00

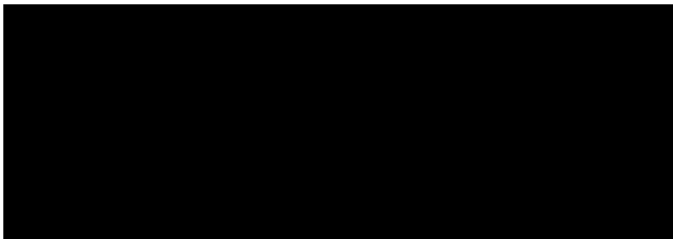
£ 8.75



Total Net amount £615.00

Total Tax amount £107.63

Invoice Total £722.63



**STATEMENT**

From:



IV 2007

**STATEMENT**

To:

SADIQ KHAN MP



A/C No.



DATE

PAGE

1

DATE	REF.	DETAILS	DEBIT	CREDIT
31/10/07		LETTERHEADS OVERPRIN	722.63	

**AGED DEBT ANALYSIS**

CURRENT	30 DAYS	60 DAYS	90 DAYS	120+ DAYS
722.63	0.00	0.00	0.00	0.00

**AMOUNT DUE**

722.63



**Communications Allowance**  
**Direct payment of suppliers**

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**Your details**

Name  
in CAPITAL LETTERS

SADIO KHAN

Constituency

TOOTING

Office use only Cost

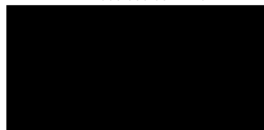


**Claim details**

*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 / 10 / 07 to 30 / 10 / 07 Allowance year 07 / 08



Suppliers

Amount

Office use only  
Allow. / Supp ID / Exp.Type  
(Cat 5)

SOS Group Ltd

£ 293.75 P ✓

Uniprint Ltd

£ 780.00 P ✓

\_\_\_\_\_ £ \_\_\_\_\_ P

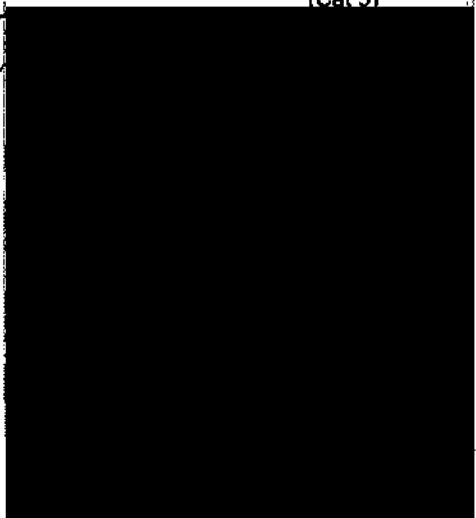
\_\_\_\_\_ £ \_\_\_\_\_ P

\_\_\_\_\_ £ \_\_\_\_\_ P

\_\_\_\_\_ £ \_\_\_\_\_ P

\_\_\_\_\_ £ \_\_\_\_\_ P

\_\_\_\_\_ £ \_\_\_\_\_ P



**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.

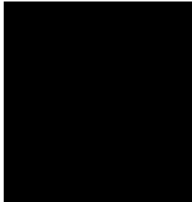
Signature

[Redacted Signature]

MP

Date

30/10/07







# Uniprint Ltd



Sadiq Khan MP



## Invoice

Vat No. [REDACTED]

Invoice [REDACTED]

Invoice/Tax Date

06/10/2007 ✓

Order No.

Account No. [REDACTED]

### Description

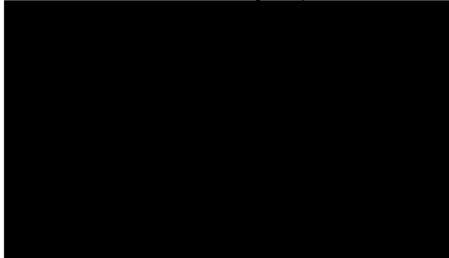
Nett

VAT

[REDACTED] A4 Newsletters Autumn 2007 ptd  
PMS485 & black 2 sides on 80gsm  
white bond

780.00

0.00



**SETTLEMENT TERMS**  
**30 DAYS FROM DATE OF INVOICE**

Total Net Amount	780.00
Total VAT Amount	0.00
Carriage	0.00
Invoice Total	780.00

# METER INVOICE

Invoice No. [REDACTED]	Order No. [REDACTED]
Invoice Date. 01/10/2007 ✓	Account No. [REDACTED]

Invoice To.

Sadiq Khan Mo  
[REDACTED]

## Invoice Details

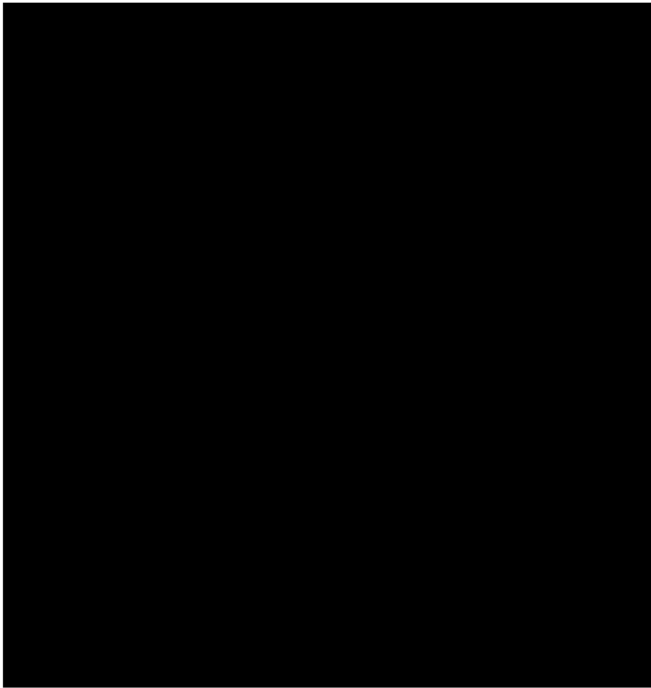
Machine Details [REDACTED]

Location [REDACTED]

Meter Total Copies:  
Meter installed at 78,750 copies  
Minimum volume: 25/09/2007-24/12/2007  
[REDACTED]

Net Amount	VAT Amount
------------	------------

250.00	43.75
--------	-------



NET	£250.00
VAT	£43.75
TOTAL	£293.75





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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

17 JUN 2007

Invoice

Page 1

Sadiq Khan MP

11/06/2007

VAT Reg No:

**Quantity Details**

**Unit Price Net Amount VAT Rate VAT**

1.00 Quarterly Service Contract for the Riso MZ770  
Risograph

250.00 250.00 17.50 43.75

1.00 Quarterly Contracted Volume to Date 312500 Usage to  
Date

853.25 853.25 17.50 149.32

**Total Net Amount 1,103.25**

**Carriage Net 0.00**

**Total VAT Amount 193.07**

**Invoice Total 1,296.32**



Communications Allowance
Direct payment of suppliers

11 JUN 2007

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Your details

Name in CAPITAL LETTERS

SADIQ KHAN

Constituency

TOOTINS

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 15 / 5 / 07 to 7 / 6 / 07

Allowance year

07 / 08

Suppliers

Amount

County Distributions Group

£ 799.00 p

Office use only

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

Authorisation and declaration

- I confirm that the costs requested are in respect of costs incurred wholly, exclusively and solely in the performance of my Parliamentary duties.

Signature

MP

Date

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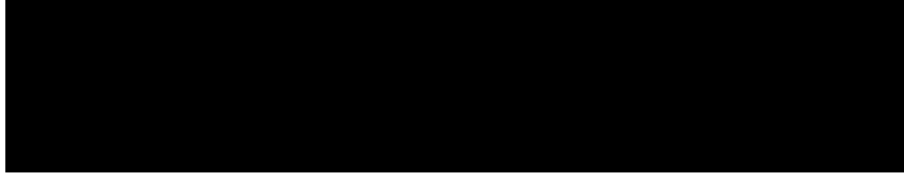
**Office use only**

Initials / Date

Validation  
completed**Comments**



# County Distribution Group



Mr S. Khan M.P.



05 JUN 2007

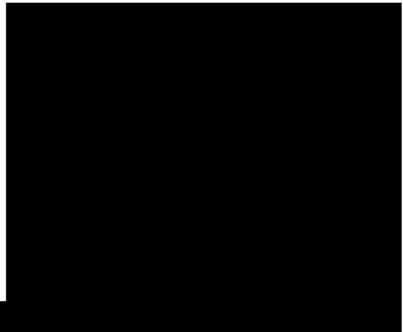
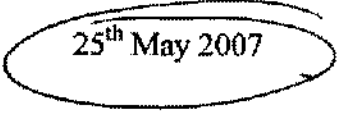
Invoice No



VAT Reg



25<sup>th</sup> May 2007



## Invoice

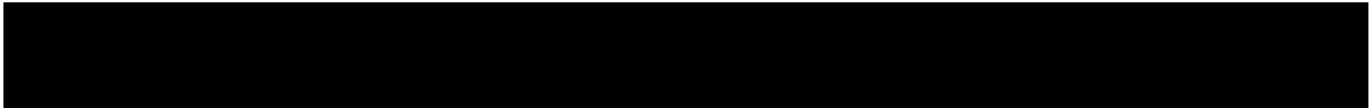
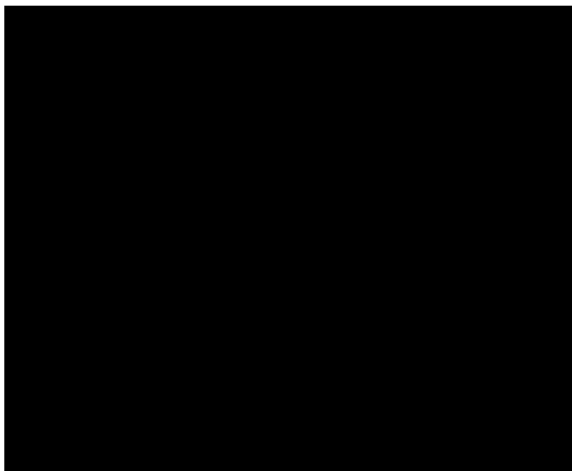
To delivering [redacted] leaflets to Tooting area at [redacted]

£ 680.00

VAT at 17 1/2%

£ 119.00

£ 799.00





Communications Allowance  
Direct payment of suppliers

VALIDATION  
16 MAY 2007  
RECEIVED

Comms2

page 1 of 2

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Your details

Name in CAPITAL LETTERS

SADIQ KHAN

Constituency

TOOTING

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 / 4 / 07 to 15 / 5 / 07 Allowance year 07 / 08

Suppliers	Amount
Uniprint Ltd	£ 1980 : 00 p
Smart Office Systems	£ 587 : 50 p
	£ : p
	£ : p
	£ : p
	£ : p
	£ : p
	£ : p

Office use only		
Allow.	Supp ID	Exp.Type
		(Cat 5)

Authorisation and declaration

- I confirm that the above information is true and correct in respect of costs incurred wholly, exclusively for the purpose of the discharge of my Parliamentary duties.

Signature

[Redacted Signature]

MP

Date

15/5/07

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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).

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**Send your completed form to** Validation Team, Operations Directorate,  
Department of Finance & Administration, House of Commons, London SW1AA

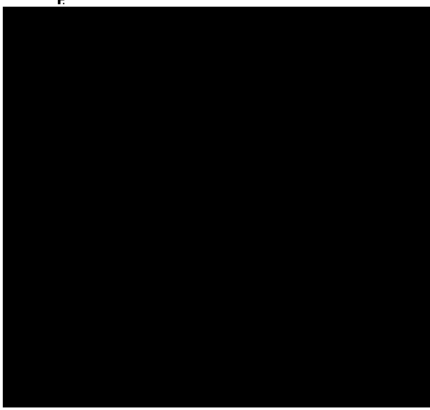
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**Office use only**

Initials / Date

Validation  
completed

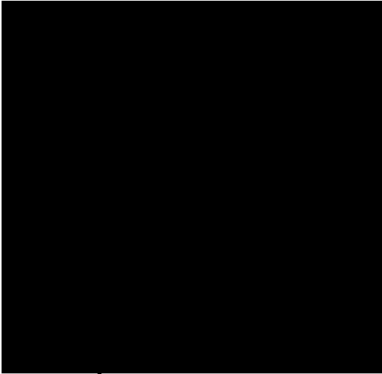
Comments



Sadio Khan MP



VAT Reg No:



02/04/2007

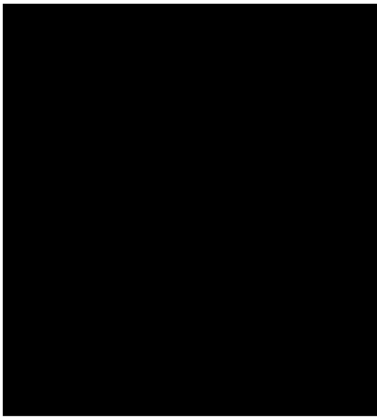


**Quantity Details**

1.00 Quarterly Service Contract for the Riso MZ770  
Risogrpah



<b>Unit/Price</b>	<b>Net Amount</b>	<b>VAT Rate</b>	<b>VAT</b>
250.00	250.00	17.50	43.75
250.00	250.00	17.50	43.75



<b>Total Net Amount</b>	500.00
<b>Carriage Net</b>	0.00
<b>Total VAT Amount</b>	87.50
<b>Invoice Total</b>	587.50


# Uniprint Ltd

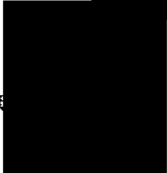


Sadiq Khan MP




## Invoice


Vat No. 

Invoice No. 

Invoice/Tax Date

21/04/2007


Order No. 

Account No. 

Description

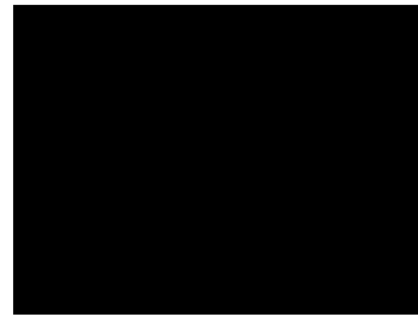
Nett

VAT

 A4 Annual Reports ptd 4 col process  
on 90gsm matt coated

1,980.00

0.00



**SETTLEMENT TERMS**  
30 DAYS FROM DATE OF INVOICE

Total Net Amount	1,980.00
Total VAT Amount	0.00
Carriage	0.00
Invoice Total	1,980.00



FINANCE & ADMINISTRATION  
HOUSE OF COMMONS

# Communications Allowance Direct payment of suppliers

MEMBERS

Comms2

page 1 of 2

BUDGETS

**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

SADIQ KHAN

Constituency

TOOTING

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

07 / 08

Suppliers

Amount

Suppliers	Amount
SMART OFFICE SYSTEMS	£ 98 : 72 p
COUNTY DISTRIBUTION GROUP	£ 799 : 00 p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p

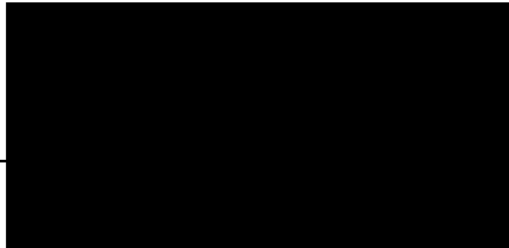
Office use only  
Allow. / Supp ID / Exp.Type  
(Cat 5)



### Statement and declaration

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

Signature



MP

Date

27/3/08

**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

# SALES INVOICE

Invoice No. [REDACTED]	Order No. [REDACTED]
Invoice Date. 13/03/2008	Account No. [REDACTED]



Invoice To.

Sadiq Khan Mp

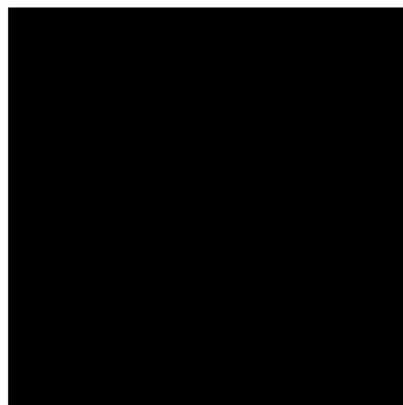


Deliver To.

Sadiq Khan Mp



18 MAR 2008



Qty	Invoice Details	Unit Amount	Net Amount	VAT Amount
4	Z Type Black Ink	19.95	79.80	13.97
1	Carriage Charges	4.95	4.95	0.00

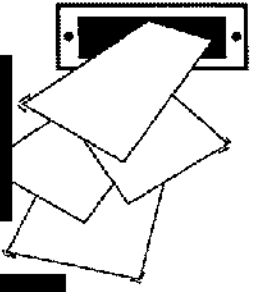


Payment Terms: 30 days, due by 12 Apr 2008

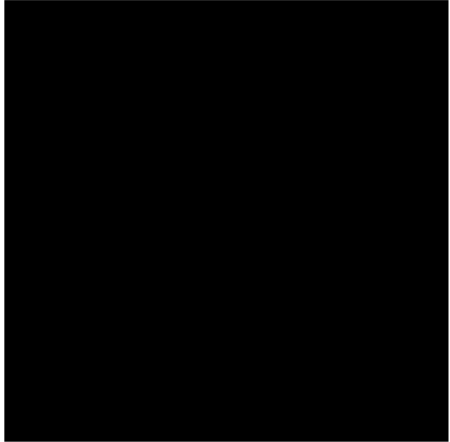
NET	£84.75
VAT	£13.97
TOTAL	£98.72



# County Distribution Group



Mr S. Khan M.P.



01.02.08

Invoice No



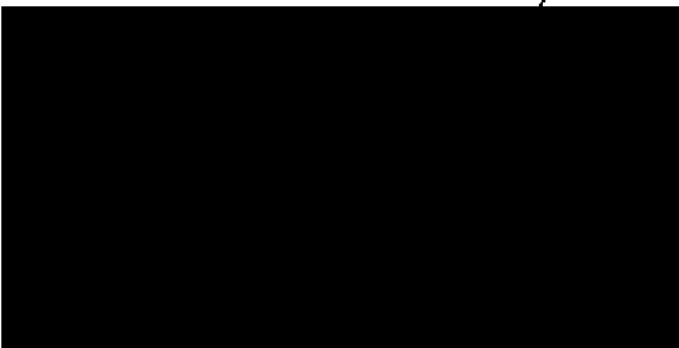
VAT Reg No



29<sup>th</sup> February 2008

## Invoice

To delivering  leaflets to Tooting area 



£ 680.00

VAT at 17 ½%

£ 119.00

£ 799.00

