

Date of Cheque: 1 | 8 | 0 | 3 | 0 | 8

Cheque Number: [REDACTED]

Cheque Payee: House of Commons - Members

Account Code	Amount £ p	Cost C	Piro	Who	Exp_Type	Description
[REDACTED]	352 50	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	352 50	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	352 50	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	352 50	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Total	1410 00					

COMPLETED BY:

Signature: [REDACTED]

Name: [REDACTED]

Date: 26-3-08

REMARKS:

Refund against labour Party
invoices

Please send this form together with the cheque and any background documentation (e.g. invoice or request for payment) to the Finance Office for processing.



Communications Allowance
Direct payment of suppliers

Comms2

page 1 of 2

2008

When to use this form

Use this form to ask us to pay your suppliers for goods and services incurred on your Parliamentary duties.

About filling in this form

For details of costs you can claim for please refer to booklet on Communications Allowance.
If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS

SHONA MUSAAC MCISAAC

Constituency

CLEETHORPES

Office use only

Claim details

You can only request
Please ensure

payment to suppliers for goods and services directly relating to Communications Allowance.
you attach all supplier invoices.

Period of claim

from 1 / 1 / 2008 to 31 / 3 / 2008 Allowance year 2007 / 2008

Suppliers

Amount

Table with 2 columns: Suppliers, Amount. Rows include: Annual Report Printing (2,438.00), Annual Report delivery (1,817.48), SOS Riso (7,279.13), SOS Maintenance Contract (587.50), Total (12,185.06)

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

1/4/2008

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

Spectrum Print Services

Telephone [REDACTED]

Invoice

Shona McIsaac MP ✓

Invoice Number [REDACTED] ✓

Invoice Date

25/03/2008 ✓

Cust Order Number [REDACTED]

Details

Net Amount VAT %

VAT

40,000 4pp A4 NEWSLETTER ✓
printed in colour on 130gms gloss artpaper
1,000 delivered to Immingham
39,000 delivered to Royal Mail, Normanton

2,438.00

0.00

0.00

Total Net Amount

2,438.00

Carriage Net

0.00

Total VAT Amount

0.00

Invoice Total

2,438.00



Royal Mail



Invoice number [redacted]

Invoice date **03 Mar 2008**

Page 1 of 1

Invoice

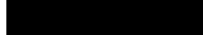
To SHONA MCISAAC MP



Customer account number



Legal entity number



Terms 10 days

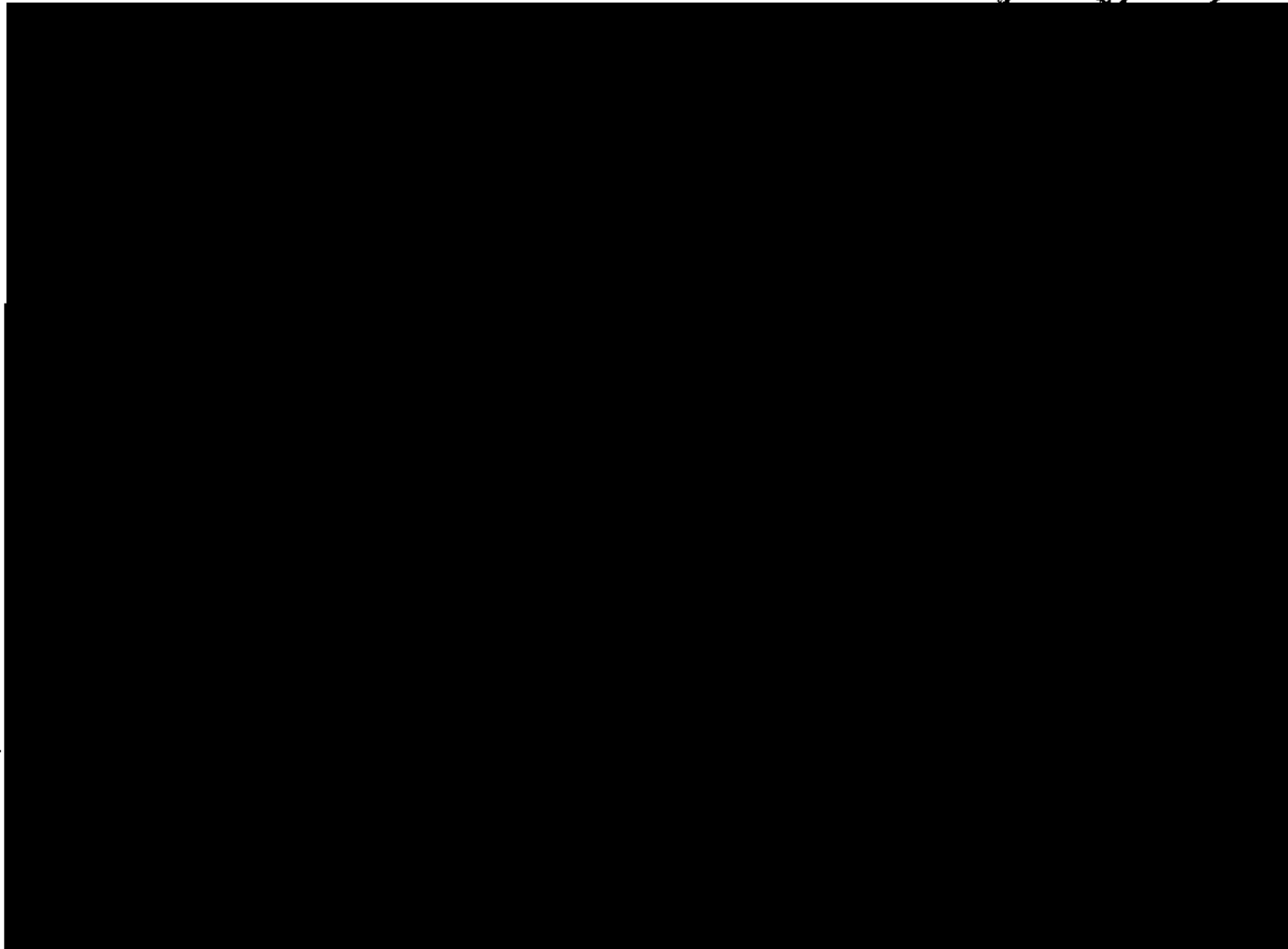
Please pay by 13 Mar 2008

Docket no.	Posting date	Sender's ref.	Format	Service	Quantity	Weight(kg)	Unit cost (£)	Net value	VAT
[redacted]				DOOR TO DOOR	37,474			1,817.48	E
37474 ITEMS AT 4.850 PENCE									

Total Net 1,817.48

Total VAT E = exempt 0.00

Total 1,817.48





Royal Mail



Invoice number

Invoice date
10 Mar 2008

Page
1 of 1

Invoice



To
SHONA MCISAAC MP ✓



Customer account number



Legal entity number



Terms
10 days

Please pay by
20 Mar 2008

Docket no.	Posting date	Sender's ref.	Format	Service	Quantity	Weight(kg)	Unit cost (£)	Net value	VAT
				DOOR TO DOOR ✓	1,298			62.95	E
								1298 ITEMS AT 4.850 PENCE	
Total Net								62.95	
Total VAT								0.00	E = exempt
Total								62.95	



SALES INVOICE



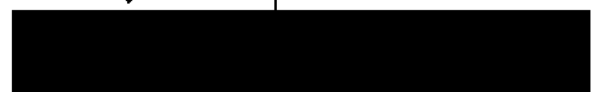
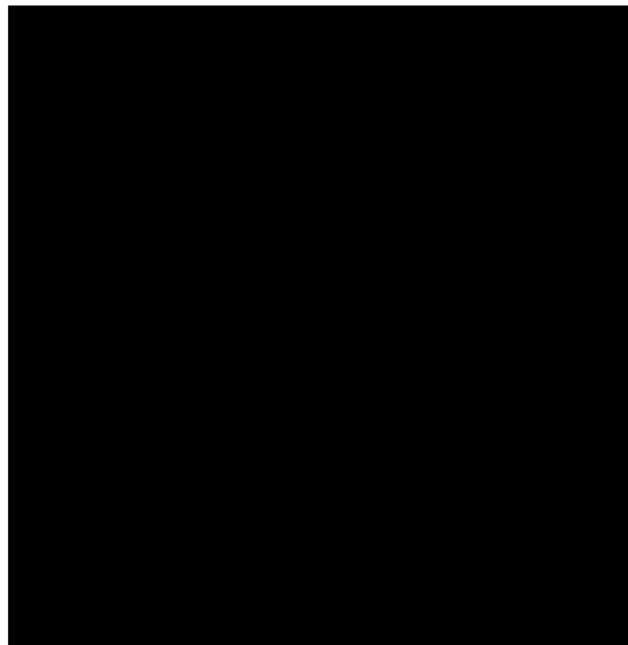
Invoice No. [REDACTED] ✓	Order No. [REDACTED]
Invoice Date. 27/03/2008 ✓	Account No. [REDACTED]

Invoice To. Shona McIsaac MP ✓	Deliver To. Shona McIsaac MP
[REDACTED]	

SOS LTD

[REDACTED]

Qty	Invoice Details	Unit Amount	Net Amount	VAT Amount
1	[REDACTED] Two Colour System ✓ Serial No [REDACTED] Installed 31/03/2008	6,195.00	6,195.00	1,084.13



Payment Terms: 30 days, due by 26 Apr 2008	NET	£6,195.00
	VAT	£1,084.13
	TOTAL ✓	£7,279.13

CONTRACT INVOICE



Invoice No. [REDACTED] ✓	Order No. [REDACTED]
Invoice Date. 31/03/2008 ✓	Account No. [REDACTED]

Invoice To.
Shona Mclsaac MP ✓
[REDACTED]

SOS LTD
[REDACTED]

Invoice Details

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

Located at
Shona Mclsaac MP

[REDACTED]

Item & Serial No

[REDACTED] ✓

Contract No, Period & Type
[REDACTED] ✓
31/03/2008 to 30/03/2009
Fixed Annual

500.00	87.50
--------	-------

[REDACTED]

[REDACTED] ✓ ✓ ✓

Payment terms: 30 days, due by 30/04/2008

NET	£500.00
VAT	£87.50
TOTAL	£587.50



Communications Allowance
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 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 SHONA MUSTAC
in CAPITAL LETTERS
Constituency CLEETHORPES

Office use only

Costs

Claim details

You can only claim for costs you have actually paid.

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

Period of claim from 1 / 1 / 2008 to 31 / 3 / 2008 Allowance year 2007 / 2008 ✓

Description of service or goods	Amount
<u>Telsolutions</u>	£ <u>117.50</u> p ✓
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
Total	£ <u>117.50</u> 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

Date

1/4/08

Data protection

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Send your completed form to

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

Office use only

Initials / Date

Input subtotals per Cat 5

Validation completed

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£

£

Comments



Telsolutions Ltd



For the Attention of:
Shona McIsaac MP



Invoice

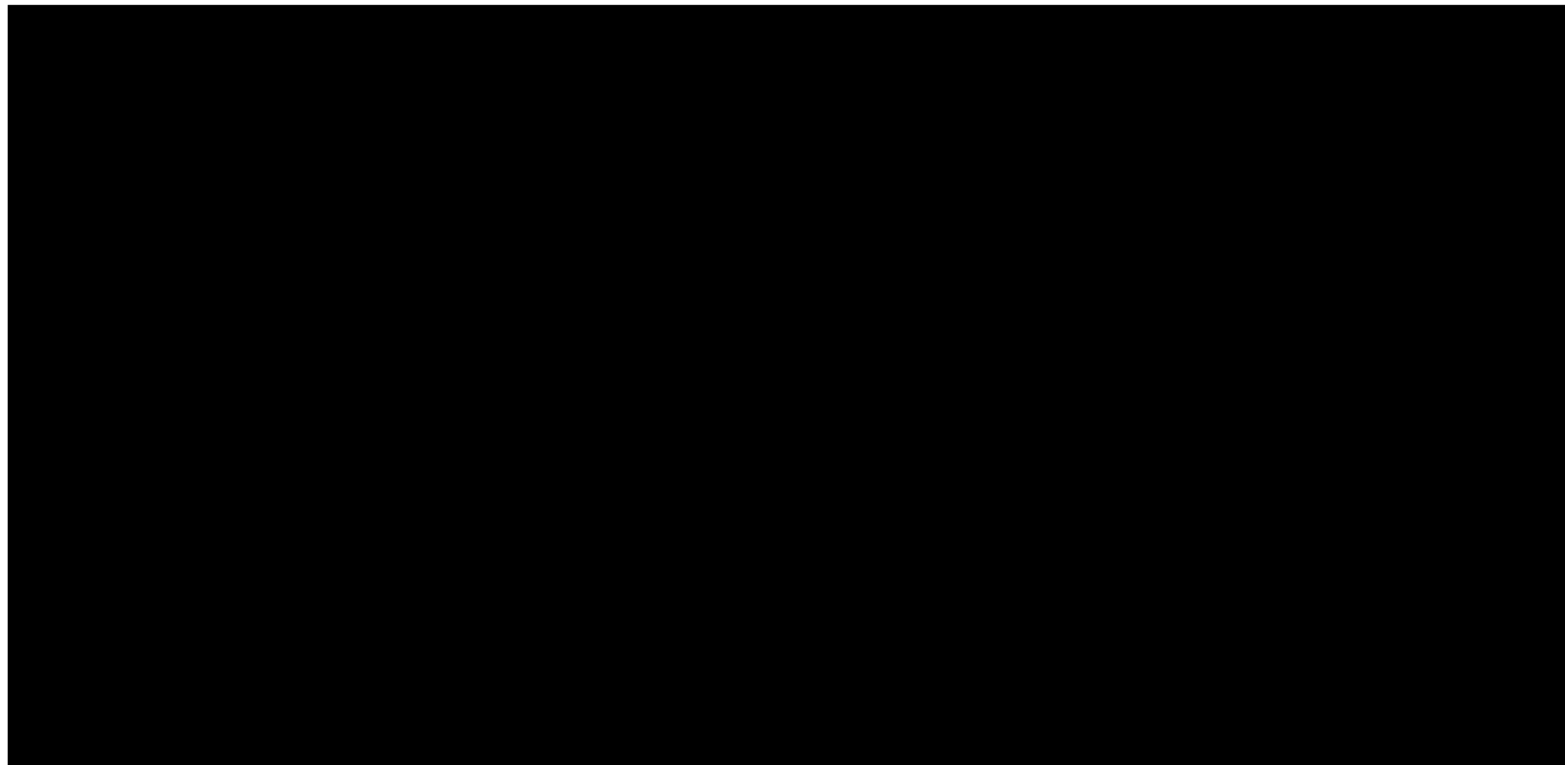
INVOICE #	DATE
	10/03/2008
TERMS	DUE DATE
	17/03/2008



Description	Qty	Rate	Amount
Account Set Up	1	£100	£100.00

Thank you for your business

SUBTOTAL	£100.00
VAT (17.5%)	£ 17.50
TOTAL	£117.50
DEPOSIT	£100.00
BALANCE DUE	£ 17.50





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

SHONA MUSAAC

Constituency

CLEETHORPES

Office use only	Costs	
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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 / 11 / 07 to 31 / 1 / 08 Allowance year 2007 / 2008

Suppliers  Amount

<u>Public Impact</u>	<u>£ 1069.16</u>	p
<u>Public Impact</u>	<u>£ 1126.66</u>	p
_____	£ _____	p
_____	£ _____	p
_____	£ _____	p
_____	£ _____	p
_____	£ _____	p
_____	£ _____	p

Authorisation and declaration

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

Signature

MP

Date

21 2 2008

Data protection

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completed

Comments

FEB 2008

Shona McIsaac MP

Invoice No.

Invoice/Tax Date

31/12/2007

Cust. Order No.

Account Ref.

Quantity Details

Unit Price	Net	VAT Rate	VAT
1,045.00	1,045.00	0.00	0.00
69.50	69.50	17.50	12.16

1.00 Re-print - 40K DL 2008 Surgery leaflets

1.00 Delivery

Total Net Amount

1,114.50

Total VAT Amount

12.16

Invoice Terms: 30 Days

Invoice Total

1,126.66

Invoice

Page 1

Shona McIsaac MP
**Invoice No.** **Invoice/Tax Date**

14/11/2007

Cust. Order No.**Account Ref.** **Quantity Details**

	Disc%	Disc Amount	Net	VAT Rate	VAT
1.00 Leaflets - 2008 Surgery Details 2pp DL Colour 40K	10.00	104.50	940.50	0.00	0.00
1.00 Delivery Scale G	0.00	0.00	109.50	17.50	19.16


Total Net Amount 1,050.00**Total VAT Amount** 19.16**Invoice Total** 1,069.16**Invoice Terms: 30 Days**




Communications Allowance
Member's reimbursement form

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About filling in this form For details of costs you can claim for please refer to booklet on Communications Allowance.
 If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name
in CAPITAL LETTERS

SHONA MCISAAC

Constituency

CLEETHORPES

Office use only

Costs

Claim details

You can only claim for costs you have actually paid.

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

Period of claim from 1/11/07 to 31/1/08 Allowance year 2007/2008

Description of service or goods

Amount

Post Office - Postage	£ 240.00 p
" - "	£ 240.00 p
" - "	£ 4.30 p
	£ : p
	£ : p
	£ : p
	£ : p

Total

484.30p

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

21 2 2008

Data protection

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

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£ 484.30

£

Comments

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Communications Allowance
Direct payment of suppliers

04 FEB 2008

When to use
this form

Use this form to ask us to pay your suppliers for goods and services incurred on your Parliamentary duties.

About filling in
this form

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

If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name
in CAPITAL LETTERS

SHONA KUSAK

Constituency

CLEETHORPES

Office use only

Claim details

You can only request
Please ensure

payment to suppliers for goods and services directly relating to Communications Allowance.
you attach all supplier invoices.

Period of claim

from 1/12/07 to 31/12/07

Allowance year

07/08

Suppliers

Amount

Public Impact

£ 1,069.16p

£ : 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

1/2/08

Data protection

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Office use only

Initials / Date

Validation
completed

Comments

[REDACTED]

Shona McIsaac MP

[REDACTED]

29th Jan 08

Dear Sirs

SECOND REMINDER

RE:- Overdue Account £1069.16 - invoice [REDACTED] dated 14th Nov 07

According to our records your outstanding account in the sum of £1069.16 has not been paid. Under our terms and conditions it is now overdue for payment. We therefore look forward to receiving payment by return.

[REDACTED]

[REDACTED]