



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 in CAPITAL LETTERS

STEPHEN HESFORD

Constituency

WIRRAL WEST

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 / 10 / 07 to 31 / 10 / 07

Allowance year

07 / 08

Description of service or goods	Amount	
8 X RECEIPTS	£	p
STAMPS	£ 6958.00	p
 	£	p
 	£	p
 	£	p
 	£	p
 	£	p

Office use only

Allow. / Exp. Type (cat5)

Total

£ 6958.00p

Authorisation and declaration

I claim reimbursement of these costs which I incurred wholly, exclusively and necessarily

Signature

[Redacted Signature]

MP

Date

23 / 10 / 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 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 SW1A 0AA

Office use only

Initials / Date

Input subtotals per Cat 5

Validation completed

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£ 6,958.00

£

Comments



2nd class stamp		
2500 @ 0.24		600.00
TOTAL DUE TO POST OFFICE		600.00
Cheque	FROM CUSTOMER	600.00 ✓
BALANCE		0.00

Thank You



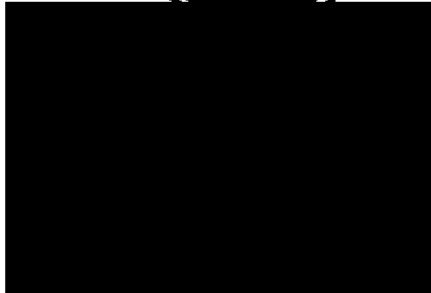
SAS bk 2nd x 12		
166 @ 2.88		478.08
TOTAL DUE TO POST OFFICE		478.08
Cash	FROM CUSTOMER	478.08
BALANCE		0.00

Thank You



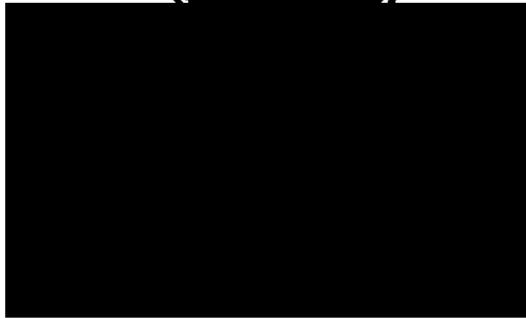
S/a 2ndx100		
20 @ 24.00		480.00
TOTAL DUE TO POST OFFICE		480.00
Cash	FROM CUSTOMER	480.00 ✓
BALANCE		0.00

Thank You



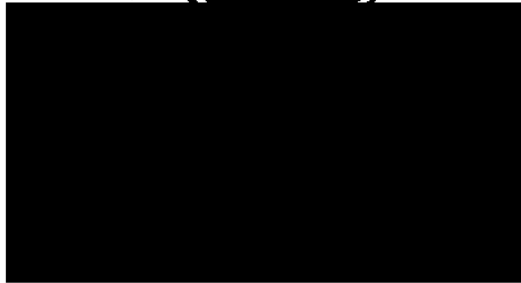
S/a 2ndx100		
5 @ 24.00		120.00
TOTAL DUE TO POST OFFICE		120.00
Cheque	FROM CUSTOMER	120.00
BALANCE		0.00

Thank You



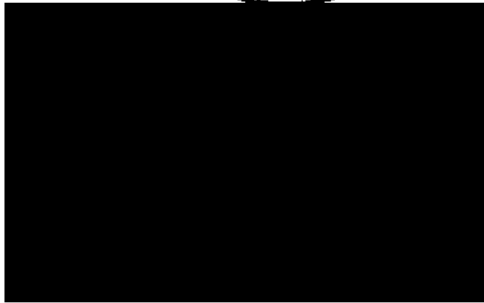
SAS bk 2nd x 12		
150 @ 2.88		432.00
2nd class stmp		
400 @ 0.24		96.00
S/a 2ndx100		
8 @ 24.00		192.00
TOTAL DUE TO POST OFFICE		720.00
Cheque	FROM CUSTOMER	720.00 /
BALANCE		0.00

Thank You



SAS bk 2nd x 12		
41 @ 2.88		118.08
2nd class stmp		
8 @ 0.24		1.92
TOTAL DUE TO POST OFFICE		120.00
Cheque	FROM CUSTOMER	120.00 /
BALANCE		0.00

Thank You



2nd class stamp		
3000 @ 0.24		720.00
TOTAL DUE TO POST OFFICE		720.00
Cash	FROM CUSTOMER	720.00
BALANCE		0.00

Thank You



2nd class stamp		
9000 @ 0.24		2160.00
2nd class stamp		
6500 @ 0.24		1560.00
TOTAL DUE TO POST OFFICE		3720.00
Cheque	FROM CUSTOMER	3720.00
BALANCE		0.00

Thank You



Communications Allowance

Comms2

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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

STEPHEN HESFORD

Constituency

WIRRAL WEST

Office use only

Costs

Claim details

You can only request

payment to suppliers for goods and services directly relating to Communications Allowance.

Please ensure

you attach all supplier invoices.

Period of claim

from 1 / 10 / 07 to 31 / 10 / 07

Allowance year

07 / 08

Suppliers

Amount

WIRRAL PRESS

£ 332.00p

— II —

£ 1759.00p

VIKING DIRECT

£ 161.42p

— II —

£ 464.60p

CURRIE BUSINESS SERVICES LTD £ 98.54p

£ : p

£ : p

£ : p

TOTAL 2815.56

Office use only

Allow. / Supp ID / Exp.Type

Authorisation and declaration

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

Signature

MP

Date

23/10/07

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

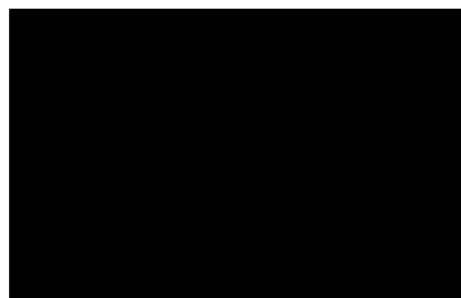
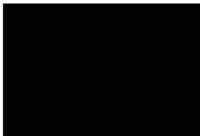
Comments

SALES INVOICE

The Wirral Press

Printers & Stationers

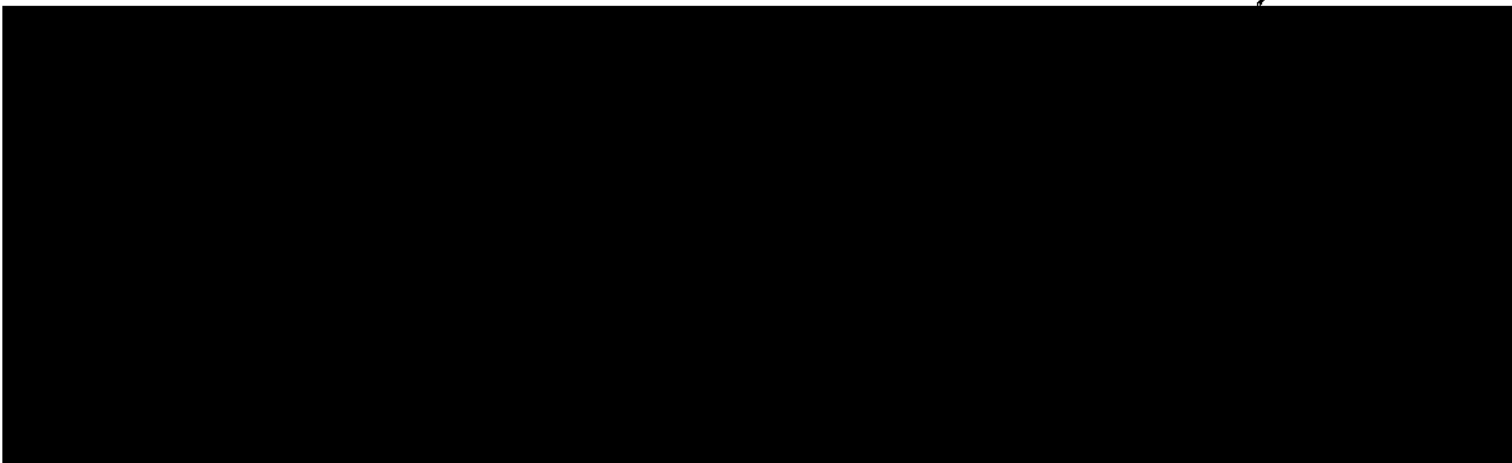
Mr S Hesford MP



INVOICE NO:	[REDACTED]	DATE:	09.10.07 ✓
YOUR ORDER NO:	[REDACTED]	DELIVERY NOTE NO:	[REDACTED]

Description	£	p
9,000 Annual Parliamentary Report (Wirral West Constituency) printed in colour (full bleed) to both sides on A3 silk art paper (folded to A4)	332	00
Delivery	FOC	
[REDACTED]		

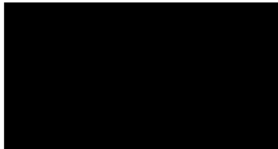
Net	£	
Zero	£332	00
VAT	£	
TOTAL	£332	00



SALES INVOICE

The Wirral Press

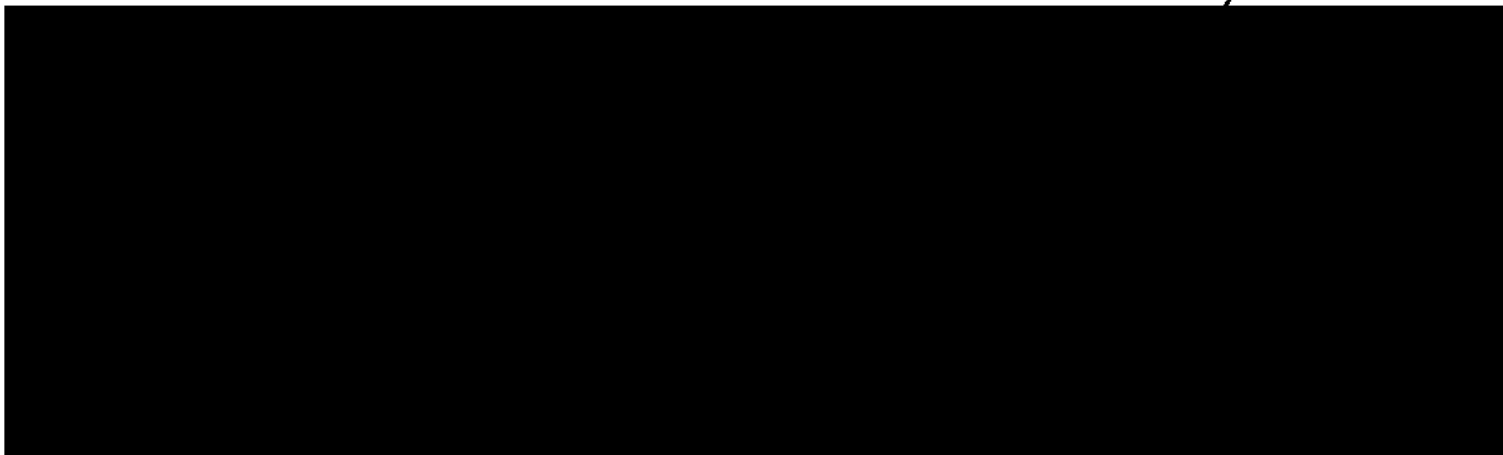
Mr S Hesford MP

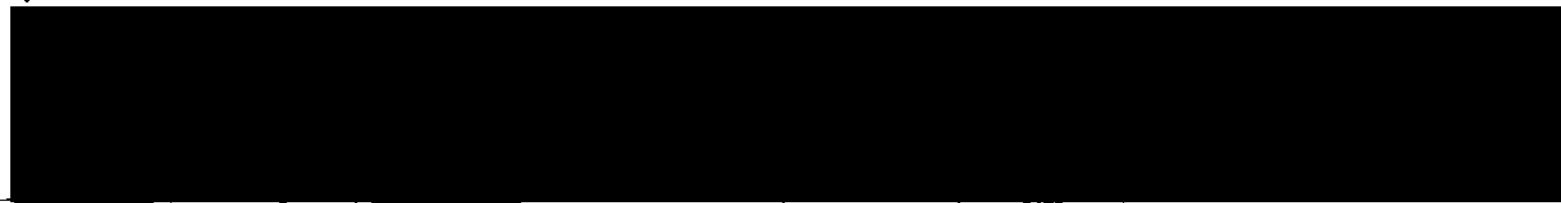


INVOICE NO:	[REDACTED]	DATE:	05.10.2007
YOUR ORDER NO:	[REDACTED]	DELIVERY NOTE NO:	[REDACTED]

Description	£	p
20,000 Annual Parliamentary Report (Wirral West Constituency) printed in colour (full bleed) to both sides on A3 silk art paper (folded to A4)	1759	00
Delivery	FOC	
[REDACTED]		

Net	£	
Zero	£1759	00
VAT	£	
TOTAL	£1759	00





DATE / 07		DATE ENTERED	DATE / 00	1
Stephen Hesford MP			TERMS: NETT 30 DAYS	



All goods remain property of Viking Direct until invoice is settled in full

5C S/S DESCRIPTION	ENV C5	QTY BY DESPATCHED	VAT %	LIST PRICE	YOUR COST	NETT GROSS
MP3 DOCKING STATION	AC8-PRSPEAKER	1 EA				.00
BISCUITS	A29-PRCHALBISC	1 BX				.00

TOTAL VALUE AT LIST PRICE	YOU SAVED THIS AMOUNT	NETT TOTAL	CARRIAGE	PROTECTION	V.A.T.	PAID IN ADVANCE	AMOUNT DUE
134.82	24.04	134.82	FREE	PLUS 2.56	24.04		161.42
							PLEASE PAY THIS AMOUNT

✓

1

1

ACC#	DATE 0/07	INV	REFERENCE	DATE ENTERED	DATE /00 DESPATCHED
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Stephen Hesford MP

Stephen Hesford MP

TERMS: NETT 30 DAYS

All goods remain property of Viking Direct until invoice is settled in full

DESCRIPTION	CATALOGUE NUMBER	QTY DESPATCHED	BY BX	VAT-%	LIST PRICE	YOUR COST	NETT COST
5C S/S MANILLA ENV C5	Q20-KD41577	40		17.5	25.68	7.190	200.60
30% FSC SELTION A4	Q2H-IQSELB	20	RM	17.5	14.32	4.790	95.80
HIFI SET	Y29-PRHIFI6	1	BX				.00

TOTAL VALUE AT LIST PRICE	YOU SAVED THIS AMOUNT
50	20

NETT TOTAL 395.40 CARRIAGE FREE PROTECTION PLUS .00 V.A.T. 69.20 PAID IN ADVANCE

AMOUNT DUE
464.60

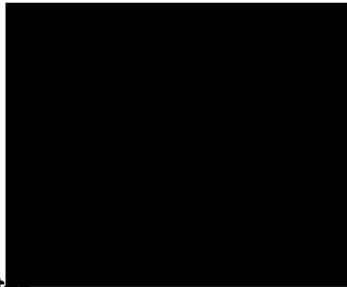
PLEASE PAY THIS AMOUNT



Invoice No: [REDACTED] ✓
Invoice Date: 05-Oct-2007 ✓
Account Code: [REDACTED]
Page: 1 of 1

VAT REG NO: [REDACTED]

Invoice To
Stephen Hesford MP



Notes:

Reference:

Code	Description	Qty	Unit	Unit Price	Disc. %	Amount	VAT
Sales Order No [REDACTED]		Cust Ref: [REDACTED]					
[REDACTED]	Q Connect Multi Lab 63.5X38 Pk100 White	12	Each	5.9900		71.880	1
[REDACTED]	Q Connect Multi Lab 64X33.9 Pk100 Wh	2	Each	5.9900		11.980	1

VAT Summary

Nett	Code	Description	Rate %	VAT Amt
83.86	1	Standard Rate	17.5	14.68

Sub-Total	83.86
VAT	14.68
Total	98.54 ✓

Despatch Number **Delivery Address**
Unknown

