



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

Stephen Williams MP

Constituency

Bristol West

Office use only Costc

Claim details

You can only request
Please ensure

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

Period of claim

from 01/04/08 to 30/04/08

Allowance year

Suppliers

Amount

Suppliers	Amount
<u>Bristol Magazine</u>	<u>£ 334.88 p</u>
<u>Royal Mail</u>	<u>£ 999.68 p</u>
_____	£ _____ p
_____	£ _____ p
_____	£ _____ p
_____	£ _____ p
_____	£ _____ p
_____	£ _____ p

Office use only
Allow. / Supp ID / Exp.Type

Authorisation and declaration

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

Signature

[Redacted Signature]

Date

28/4/08

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.

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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

STATEMENT



To: Stephen Williams MP
[Redacted]

A/c Ref. [Redacted]
Date: 09/04/2008
Page: 1

NOTE: All values are shown in Pound Sterling

Date	Ref.	Details	Debit	Credit
01/04/08	[Redacted]	The Bristol Magazine issue 4€	334.88	
[Redacted]				

Current	30 Day	60 Day	90 Day	120+ Day
£ 334.88	£ 0.00	£ 0.00	£ 0.00	£ 0.00

Amount Due
£ 334.88



Invoice number
 Invoice date
14 Apr 2008
 Page
1 of 2

Invoice

To
STEPHEN WILLIAMS MP

Account held at
STEPHEN WILLIAMS MP

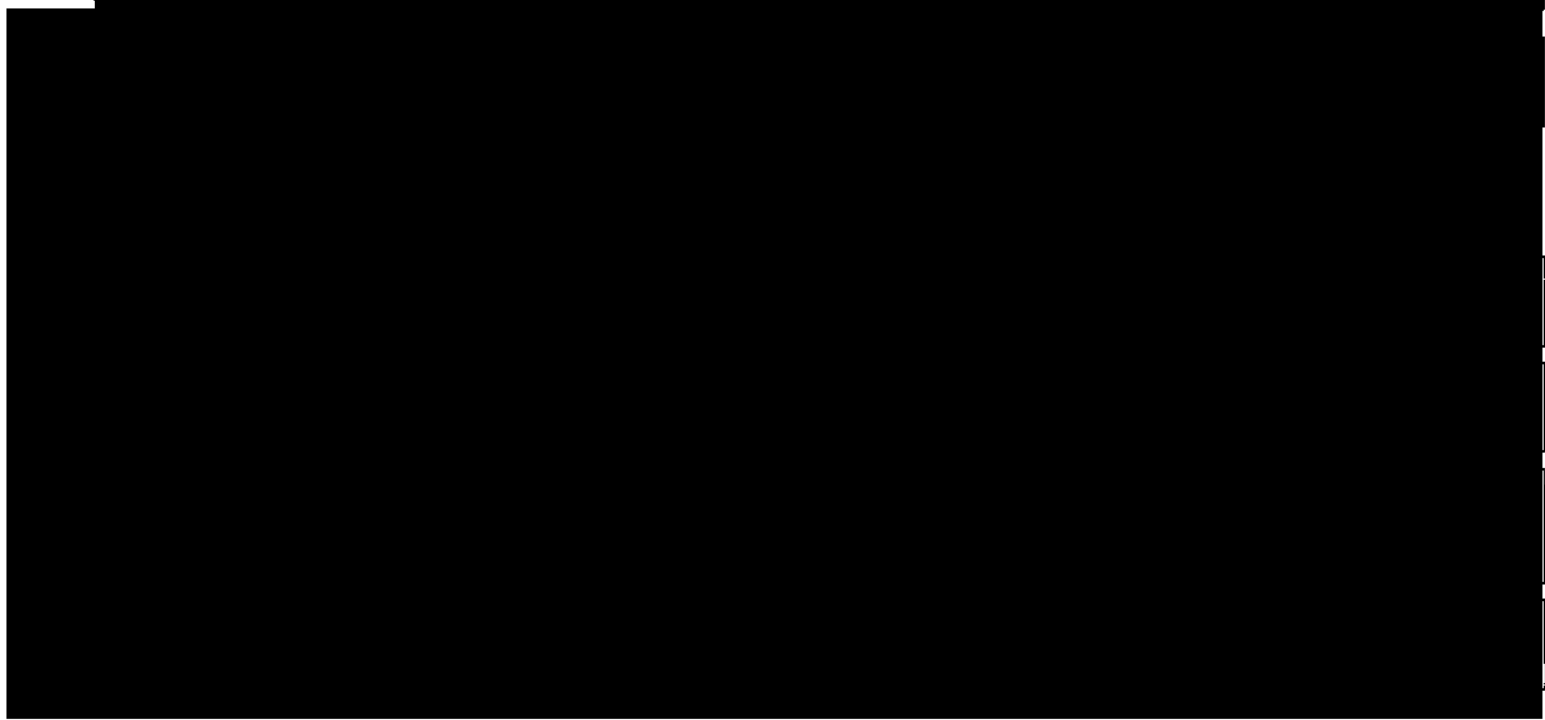
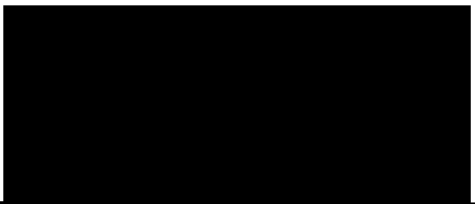
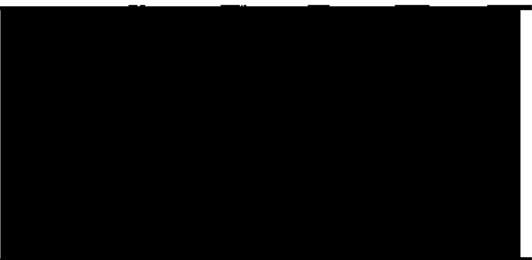
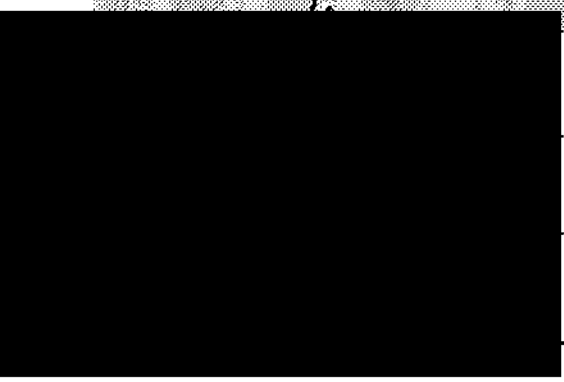
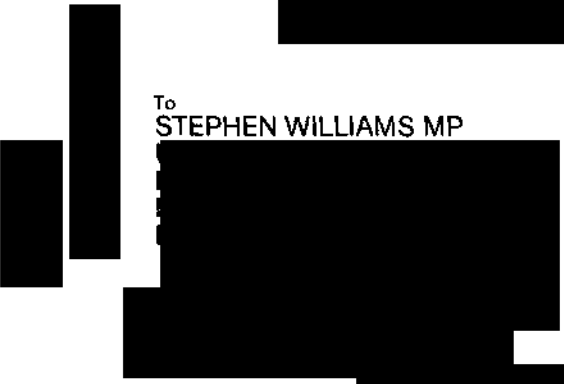
Customer account number

Terms
30 days

Legal entity number

Please pay by
14 May 2008

Docket no.	Posting date Poster	Contract no.	Quantity	Weight (kg)	Unit cost (£)	Net value	VAT
1ST AND 2ND CLASS ACCOUNT MAIL						985.38	E
			4,479	44.790			
SUB TOTAL						£985.38	
1ST AND 2ND CLASS ACCOUNT MAIL						9.02	E
			41	1.025			
SUB TOTAL						£9.02	
1ST AND 2ND CLASS ACCOUNT MAIL						5.28	E
			24	0.600			
SUB TOTAL						£5.28	
Amount carried forward to next page						999.68	





Communications Allowance
Direct payment of suppliers

Comms2
page 1 of 2

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About filling in this form

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Your details

Name in CAPITAL LETTERS

Stephen Williams MP

Constituency

Bristol West

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 01/02/08 to 29/02/08

Allowance year

2007/2008

Suppliers

Amount

Table with 2 columns: Suppliers, Amount. Row 1: Advert - Venue Magazine, £ 105 : 75 p

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

Authorisation and declaration

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

Signature

Date

14/3/08

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

INVOICE No.

INVOICE DATE

CUSTOMER A/C No.

CUSTOMER Tel. No.

CUSTOMER CONTACT

CUSTOMER ORDER


SALES REP. & AD Ref.

Stephen Williams Mp

PUBLICATIONS

DESCRIPTION

TOTAL COST

PUBLICATIONS	DESCRIPTION	TOTAL COST
Venue	Class: 000150-DISPLAY ADVER Venue 806 Feb 27 14x02 QP Order Discount	345.00 -255.00
		

Payment due by 28/04/2008
 All Queries must be notified within 7

GOODS VALUE		90.00
V.A.T.	17.50%	15.75
INVOICE TOTAL		105.75

Handwritten mark



27/05/08

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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

Stephen Williams MP.

Constituency

Bristol West

Office use only

Co

Claim details

You can only request
Please ensure

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

Period of claim

from 01/02/08 to 31/05/08

Allowance year

2007/2008

Suppliers	x1	Amount
<u>The Redland Directory</u>		<u>£ 240 : 30 p</u>
_____		£ _____ : _____ p
_____		£ _____ : _____ p
_____		£ _____ : _____ p
_____		£ _____ : _____ p
_____		£ _____ : _____ p
_____		£ _____ : _____ p
_____		£ _____ : _____ p

Office use only
Allow. / Supp ID / Exp.Type

Authorisation and declaration

Signature

[Redacted Signature]

of costs incurred wholly,
by Parliamentary duties.

MP

Date

21/2/08

Data protection

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form to**

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Initials / Date

Validation
completed**Comments**

PLEASE NOTE CHANGE OF ADDRESS

Stephen Williams MP

18/02/2008

STEPHENW

Details

3 month advertising package
Full colour full-page advertisement
Issue 22 (Feb/March)
Issue 23 (March/April)
Issue 24 (April/May)
@ £89 per page
Special 10% discount

Unit Price	Disc Amount	Net Amount	VAT %
267.00	26.70	240.30	0.00

Total Net	240.30
Carriage Net	0.00
Total Tax Amount	0.00
Invoice Total	240.30



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Your details

Name
in CAPITAL LETTERS

Stephen Williams

Constituency

Bristol West

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 01/02/08 to 11/02/08

Allowance year

2007/2008

[Redacted]

Amount

Office use only
Allow. / Supp ID / Exp.Type

	Amount
<u>Bristol Magazine advert</u>	£ 381 : 88 p
<u>Venue magazine advert</u> <u>(Western News + media)</u>	£ 123 : 38 p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p

[Redacted]

and declaration

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

Signature

[Redacted Signature]

MP

Date

11/2/08

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Office use only

Initials / Date

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Comments

STATEMENT

M C Publishing Ltd

RECEIVED 1 1 FEB 2008

To:

Stephen Williams MP

A/c Ref.

Date:

05/02/2008

Page:

1

NOTE: All values are shown in Pound Sterling

Date	Ref.	Details	Debit	Credit
01/02/08		The Bristol Magazine Issue 42	381.88	

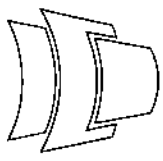
Current	30 Day	60 Day	90 Day	120+ Day
£ 381.88	£ 0.00	£ 0.00	£ 0.00	£ 0.00

Amount Due

£ 381.88

WESTERN NEWS & MEDIA

LIMITED



VAT Reg. No. G

Stephen Williams Mp

Western News & Media Limited

PUBLICATIONS	DESCRIPTION	TOTAL COST
Venue	Class: 000150-DISPLAY ADVER venue 803 Feb 6 14x02 QP Order Discount	295.00 -190.00
RECEIVED 1 1 FEB 2008		

Payment due by 14/02/2008

GOODS VALUE		105.00
V.A.T.	17.50%	18.38
INVOICE TOTAL		123.38



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Direct payment of suppliers

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Your details

Name in CAPITAL LETTERS

Stephen Williams

Constituency

Bristol West

Office use only Costc [Redacted]

Claim details

You can only request Please ensure

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

Period of claim from 01/01/08 to 29/12/08 Allowance year 2007/2008

[Redacted]

[Redacted]

Table with columns: Supplier, Amount. Row 1: The Bristol Magazine (inc Postage Charge) £ 381 : 88p

Office use only [Redacted]

[Redacted]

Signature and declaration

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

Signature

[Redacted Signature]

MP

Date

1/2/08

Data protection

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Office use only

Initials / Date

Validation completed

Comments

THE
BRISTOL
MAGAZINE

MORE MAGAZINES. MORE READERS. MORE ABOUT BRISTOL

Stephen Williams MP

Invoice Num

Invoice Date 01/02/2008

Account Ref.

Our Order No.

INVOICE

£

Re'; Stephen Williams MP

The Bristol Magazine Issue 43- Jan 08

325.00

Subtotal
VAT @ 17.5%
Total

325.00
56.88
381.88



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Your details

Name
in CAPITAL LETTERS

Stephen Williams MP.

Constituency

Bristol West

Office use only Costc

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 4/1/08 Allowance year 2007/2008



Suppliers

Amount

Suppliers	Amount
<u>Print - MP Reports.</u>	<u>£1941.00 p</u>
_____	£ _____ p
_____	£ _____ p
_____	£ _____ p
_____	£ _____ p
_____	£ _____ p
_____	£ _____ p
_____	£ _____ p

Office use only		
Allow.	Supp ID	Exp.Type
[Redacted]		

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



MP

Date

4/1/2008

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Validation Team, Operations Directorate,
Department of Finance & Administration, House of Commons, London SW1AA

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Initials / Date

Validation completed

Comments

BluePrint

DESIGN & PRINT



JUN 16 01 2007

17 DEC 2007

Stephen Williams MP



Inv. No.



Date (Tax Point) 10/12/2007

Order No.



INVOICE

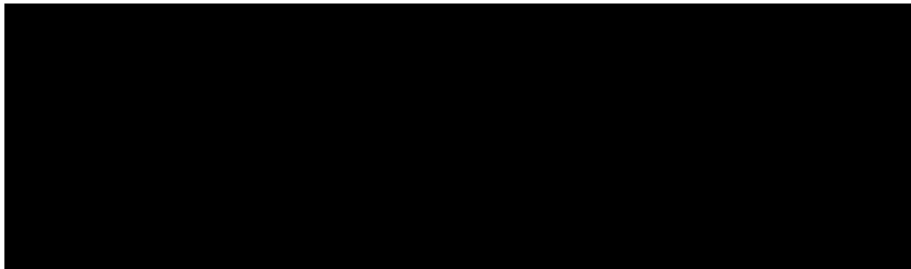
Job Title & Description

Quantity

MP's Report December 07

50,000

A3 2pp
Printed 4/4
115gsm gloss
Trim & fold to A5

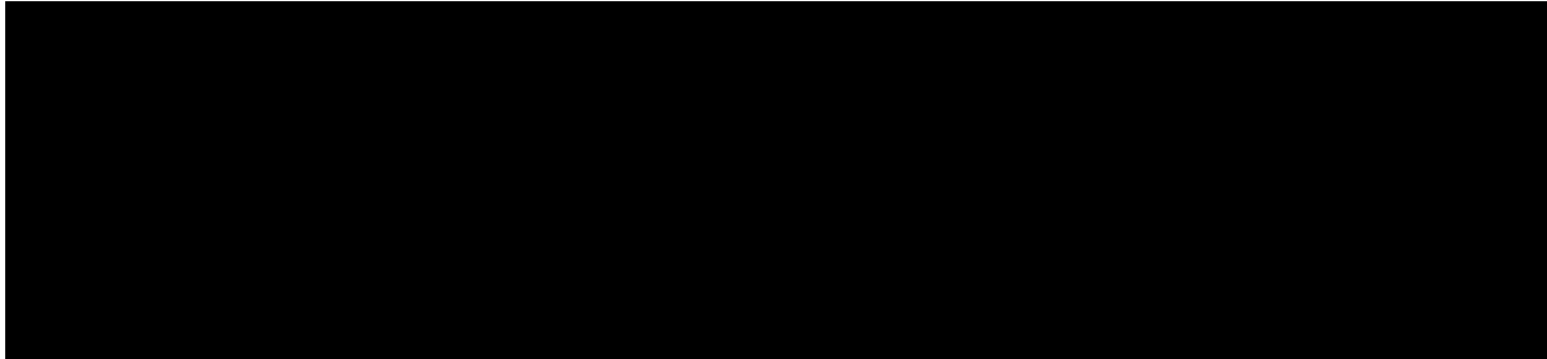


18 JAN 2008

Sub Total £ 1941.00

VAT @ 0% £0.00

Grand Total £1941.00





Incidental Expenses Provision/Staffing Allowance

Direct payment of suppliers

15 JAN 2008

C2

VALIDATION RECEIVED

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: Stephen Williams MP
 Constituency: Bristol West

Office use only

Costs: [Redacted]

Supp/Res ID: [Redacted]

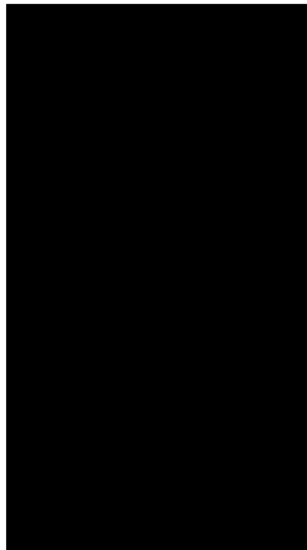
Claim details

- 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 / 01 / 2008

Allowance year: 2007/2008

Incidental Expenses Provision claims



Suppliers	Amount
Item 1 <u>BT Phone bill</u>	<u>£124 : 57 p</u>
Item 2 <u>Banner</u>	<u>£ 96 : 97 p</u>
Item 3 <u>Banner</u>	<u>£ 22 : 70 p</u>
Item 4 <u>Dell printer Cambridge 151</u>	<u>£ 58 p</u>
Item 5	£ : p
Total	£395 : 82 p

Office use only

Allow or A/c code	Supplier ID	Exp/ Cat 5
[Redacted]	[Redacted]	[Redacted]

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

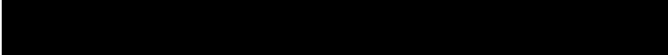
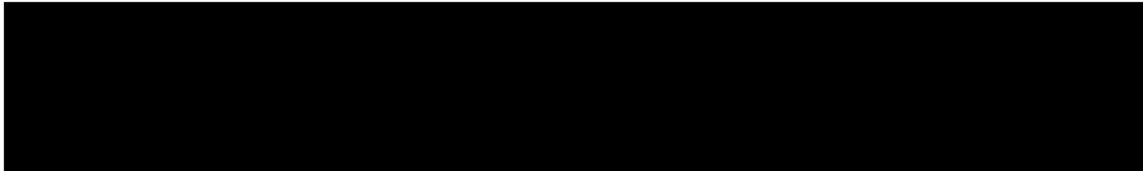
Date 11 / 1 / 08

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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	_____	____/____/____	Validation 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



WILLIAMS PERIOD 01

STEPHEN WILLIAMS MP



Bringing it all together

Date
6 January 2008

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

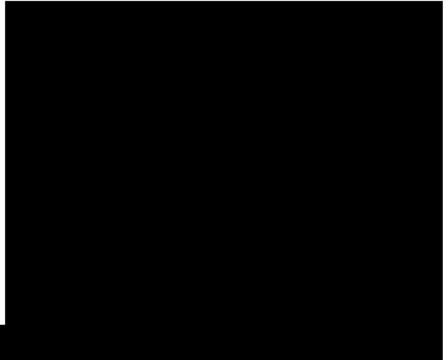
Your BT bill

for [redacted]

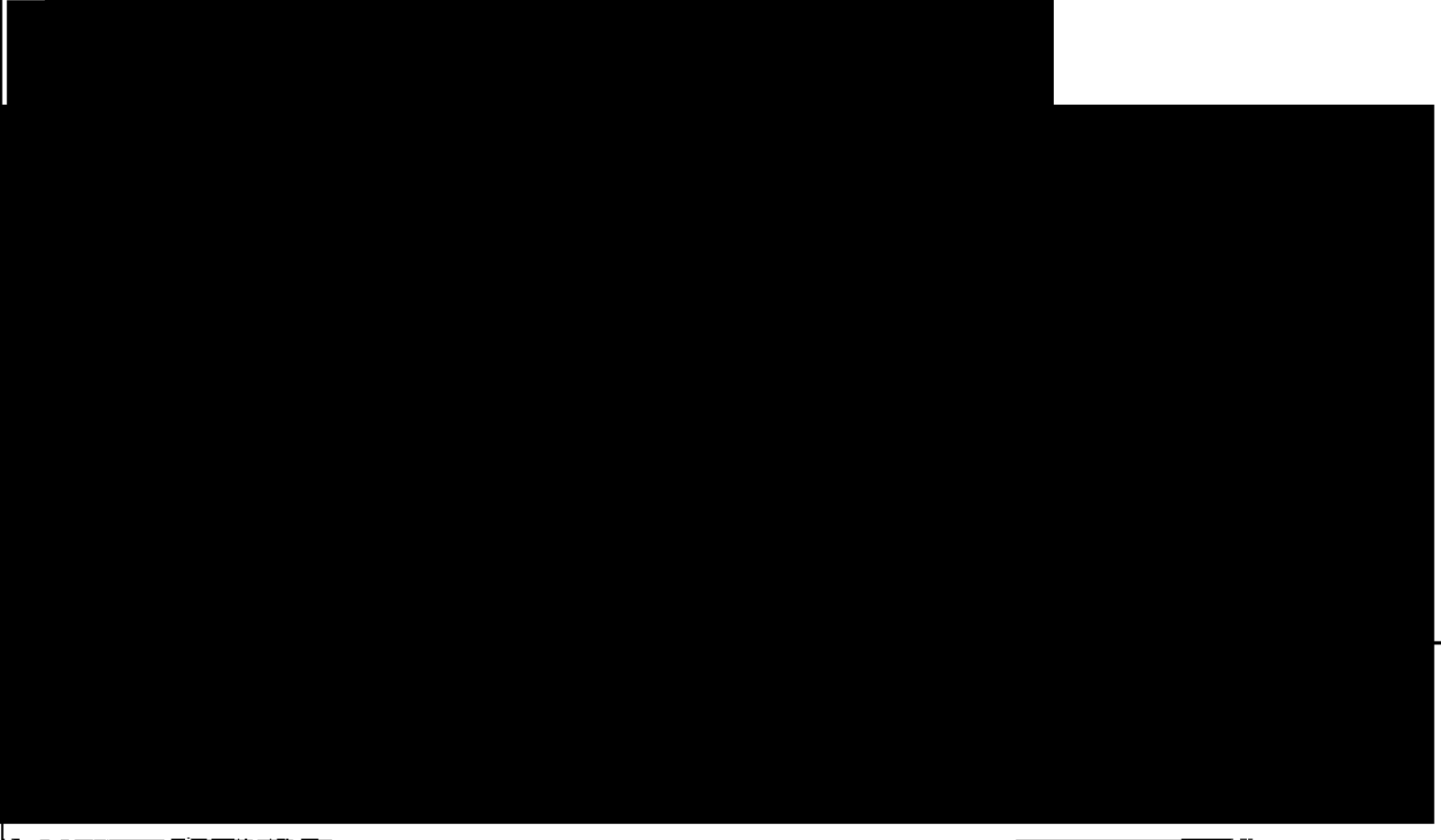


Cost of calls	£ 49.80
rental charges	£ 52.39
ayment charges	£ 4.50
VAT	£ 17.88
Total now due	£ 124.57

OneBillPlus



contact your account manager.



Invoice

* INVOICE NO. [REDACTED]



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

Invoice To :

Charge To :

Banner Business Supplies Ltd

Stephen Williams MP

Stephen Williams MP

[REDACTED]

Norman NAS 100

Delivered To

Customer Services

Telephone No : [REDACTED]

Fax No : [REDACTED]

Page 1 of 1 Date 18/12/2007

Acc.No. [REDACTED] Date 07/12/2007

Order

C.A.R. [REDACTED]

Sales Order No : [REDACTED]

Acc. No. : [REDACTED]

Inv. No. : [REDACTED]

Inv. Date: 18/12/2007

Amt. Due : 96.97

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		6009736	FUJIFILM FINEPIX A820 CAMERA FUJIC146	1	EACH	82.5300	17/12/07 17/12/07	82.53	17.5	14.44

[REDACTED]

V.A.T. Summary

Rate	Taxable Sum	V.A.T. Amount
17.50	82.53	14.44

Sales Order Total (VAT excl) 82.53

INVOICE GOODS	82.53
INVOICE V.A.T.	14.44
INVOICE TOTAL	96.97

Settlement : None
Discount Terms :

EEE Producer Registration No: [REDACTED]

**Please
return
the slip**

from final page
of invoice with
your payment
by

15/01/2008

Invoice

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



office2office

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

Invoice To : Stephen Williams MP
 Charge To : Stephen Williams MP
 Banner Business Supplies Ltd

[REDACTED]

Delivered To : Stephen Williams MP
 Customer Services
 Telephone No : [REDACTED]
 Fax No : [REDACTED]

Page 1 of 1 Date 18/12/2007
 Acc.No. [REDACTED] Order Date 17/12/2007
 Order [REDACTED]
 C.A.R. [REDACTED]

Sales Order [REDACTED]

Acc. No. : [REDACTED]
 Inv. No. : [REDACTED]
 Inv. Date: 18/12/2007
 Amt. Due : 22.70

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		7901264	NESCAFE PARTNERS BLEND 500g	1	EACH	22.7000	17/12/07	22.70	0.0	0.00

[REDACTED]

V.A.T. Summary

Rate	Taxable Sum	V.A.T. Amount
0.00	22.70	0.00

Sales Order Total (VAT excl) 22.70

INVOICE GOODS	22.70
INVOICE V.A.T.	0.00
INVOICE TOTAL	22.70

VAT Registration : [REDACTED]

Settlement : None
 Discount Terms :

EEE Producer Registration No [REDACTED]

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

15/01/2008



Invoice

Invoice to:

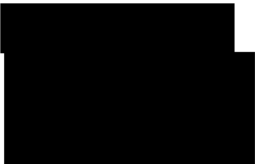
Deliver To:

House of Commons
Stephen Williams



Invoice No: [Redacted] Customer No: [Redacted] Dell Order No: [Redacted] Page 1 of 1

Your Ref/PO No.
MyFinancials PIN
Despatch Note No.
Despatch Date
Payment Terms
Invoice Date



Booking Reference:
Account Manager
Account Manager Tel
Account Manager Fax
Account Manager Email



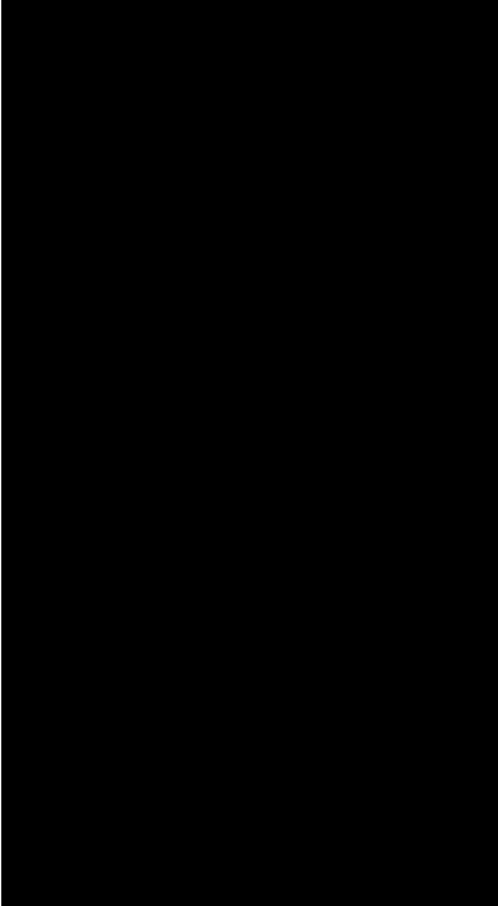
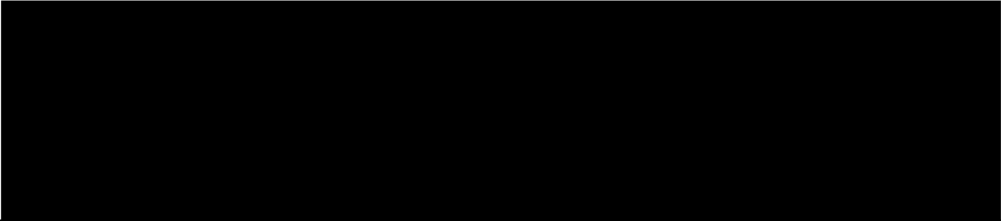
Item No.	Description	Quantity	Unit Price	Net
595-10006	High Capacity Black Use & Return Toner Cartridge for Dell Laser Printer W5300n - KR	1	129.00	129.00
800-10175	Info - Standard Consumables Delivery.	1	0.00	0.00

VAT Summary

VAT Type	VAT Rate %	GBP Total Net £	GBP VAT £
S	17.5	129.00	22.58

GBP	
Subtotal	129.00
Freight	0.00
VAT £	22.58
Total	151.58

Tag Nos.





FINANCE & ADMINISTRATION HOUSE OF COMMONS

Communications Allowance Direct payment of suppliers

18 NOV

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 Williams

Constituency

Bristol West

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 18/10/07 to 18/10/07

Allowance year

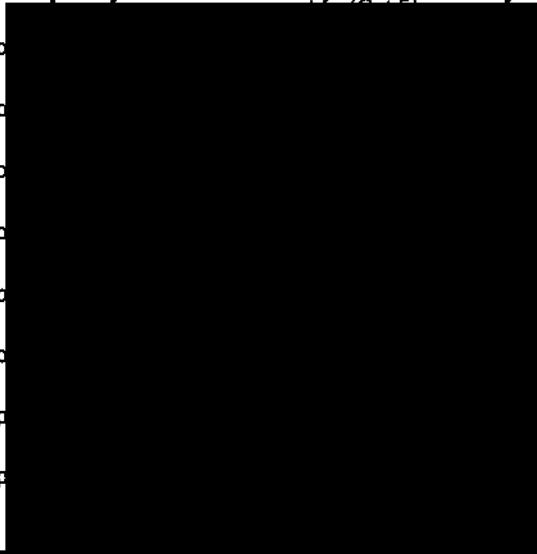
2007/2008

Suppliers

Amount

Office use only
Allow. / Supp ID / Exp.Type

Suppliers	Amount	Office use only
<u>Barnes Stationery</u>	<u>£ 415.18</u>	Allow. / Supp ID / Exp.Type ✓
_____	£ _____	
_____	£ _____	
_____	£ _____	
_____	£ _____	
_____	£ _____	
_____	£ _____	
_____	£ _____	



Authorisation and declaration

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

Signature



MP

Date

12/11/07

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.

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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

Invoice

31 OCT 00
office2office

PAYMENT SLIP

Please see reverse
for terms of business
and how to pay

* INVOICE N [REDACTED]

Invoice To :
Stephen Williams MP

Charge To :
Stephen Williams MP ✓
Banner Business Supplies Ltd

Page 1 Of 1 Date 18/10/2007
Acc.No [REDACTED] Order Date 15/10/2007
Order [REDACTED]
C.A.R. [REDACTED]

Delivered To :
Stephen Williams MP
Customer Services
Telephone No [REDACTED]
Fax No [REDACTED]
Sales Order No [REDACTED]

Acc. No. [REDACTED]
Inv. No. [REDACTED]
Inv. Date: 18/10/2007 ✓
Amt. Due : 415.18 ✓

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		0629002	NOBO 6 PANEL SHOWBOARD	1	KIT	344.6600	17/10/07	344.66	17.5	60.32
2		0410114	VELCRO STICK ON COIN 16ct 16mm WH	2	PACK16	1.7300	15/10/07	3.46	17.5	0.61
3		2010190	XEROX A4 PHOTO PAPER 95g MATT 1SIDE	1	PACK50	5.2200	15/10/07	5.22	17.5	0.91

22 NOV 2007

V.A.T. Summary

Rate	Taxable Sum	V.A.T. Amount
17.50	353.34	61.84

Sales Order Total (VAT excl) 353.34

VAT Registration [REDACTED]

INVOICE GOODS	353.34
INVOICE V.A.T.	61.84
INVOICE TOTAL	415.18

Settlement : None
Discount Terms :

EEE Producer Registration No: [REDACTED]

Please return the slip

from final page
of invoice with
your payment
by

15/11/2007



Additional Costs Allowance

Member's claim

About filling in this form

- For details of costs you can claim
If you have any doubt about the form please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS

STEPHEN WILKINSON (WILLIAMS) MP.

Constituency

BRISTOL WEST

Office use only

Costs/Cat

Claim details

You can only claim for

- costs you have actually paid
additional expenses wholly, exclusively and necessarily incurred to enable you to stay overnight away from your only or main home for the purpose of performing your Parliamentary duties.

Please list

- all items costing £250 or more and include receipts - except for food, for which receipts are not required.

Please attach

- receipts or invoices for any hotel cost even if it is less than £250.

Period of claim

from 1/3/08 to 31/3/08

Total cost of hotel stays

attach all receipts

£ : p

Mortgage payments

(interest only) or rent

£ 1500 : p

Food

£ 300 : p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ 10 : 99 p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/ security

£ : p

Other

£ : p

please specify

Other

£ : p

please specify

Other

£ : p

please specify

Total

£ 1810 : 99 p

Details of second home *if applicable*

**Address of
second home**
*for Additional
Costs Allowance*



✓

Declaration

I confirm that I incurred these costs wholly, exclusively and necessarily to enable me to stay overnight away from my only or main home for the purpose of performing my duties as a Member of Parliament.

Signature



✓

Date

21 April 2014

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



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

Stephen Williams

Constituency

Bristol West

Office use only

Costs

[Redacted]

Claim details

You can only request
Please ensure

- payment to suppliers for goods and services directly relating to [Redacted]
- you attach all supplier invoices.

Period of claim

from 1/3/08 to 31/3/08

Allowance year 2007/2008

Suppliers	Amount
<u>Bristol) Banner</u>	<u>£90 : 11 p</u>
<u>(-H-) Banner</u>	<u>£10 : 72 p</u>
<u>(-H) Banner</u>	<u>£77 : 29 p</u>
<u>(-H) Banner (net of car)</u>	<u>£173 - 80</u> <u>£19 : 15 p</u>
<u>Banner credit</u>	<u>£154 : 65 p</u>
_____	£ _____ p
_____	£ _____ p
_____	£ _____ p

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

[Redacted]

Authorisation and declaration

Signature

[Redacted Signature]

of costs incurred
Parliament

MP

[Redacted MP Name]

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	<input type="text"/>
Comments 	

Invoice

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



Invoice To :

Charge To :

Stephen Williams MP

Stephen Williams MP

Banner Business Supplies Ltd

[REDACTED]

Delivered To :

Customer Services
 Telephone No [REDACTED]
 Fax No [REDACTED]

Page 1 of 1 Date 01/03/2008

STEPHEN WILLIAMS MP
 STEPHEN WILLIAMS MP

Acc.No [REDACTED] Order Date 29/02/2008

Order [REDACTED]

C.A.R [REDACTED]

Sales Order No [REDACTED]

PAYMENT SLIP

Please see reverse
 for terms of business
 and how to pay

Acc. No. : [REDACTED]

Inv. No. : [REDACTED]

Inv. Date: 01/03/2008

Amt. Due : 90.11

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		0987969	ENVISAGE TONER FOR DELL 5110CN BK	1	EACH	76.6900	29/02/08	76.69	17.5	13.42

[REDACTED]

**Please
 return
 the slip**

from final page
 of invoice with
 your payment
 by

V.A.T. Summary

Rate	Taxable Sum	V.A.T. Amount
17.50	76.69	13.42

Sales Order Total (VAT excl)

76.69

VAT Registration [REDACTED]

Settlement : None
 Discount Terms :

INVOICE GOODS	76.69
INVOICE V.A.T.	13.42
INVOICE TOTAL	90.11

29/03/2008

Invoice

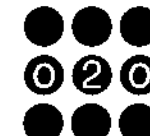
 * INVOICE NO [REDACTED]
 * *****

Invoice To :

Stephen Williams MP

Charge To :

Stephen Williams MP



office2office

Banner Business Supplies Ltd

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

Acc. No. : [REDACTED]

Inv. No. : [REDACTED]

Inv. Date: 13/03/2008

Amt. Due : 10.72

Page 1 of 1 Date 13/03/2008

Acc. No. [REDACTED] Order Date 12/03/2008

Order [REDACTED]

C.A.R. [REDACTED]

Delivered To :

STEPHEN WILLIAMS MP
 STEPHEN WILLIAMS MP

Customer Serv [REDACTED]
 Telephone No [REDACTED]
 Fax No [REDACTED]

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		2012045	AVERY MINI LSR LBL 45.7x25.4mm 40SH	1	PACK25	9.1200	12/03/08	9.12	17.5	1.60



**Please
 return
 the slip**

from final page
 of invoice with
 your payment
 by

10/04/2008

V.A.T. Summary

Rate	Taxable Sum	V.A.T. Amount
17.50	9.12	1.60

Sales Order Total (VAT excl)

9.12

VAT Registration [REDACTED]

Settlement : None
 Discount Terms :

INVOICE GOODS	9.12
INVOICE V.A.T.	1.60
INVOICE TOTAL	10.72

Invoice



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

Invoice To :
 Stephen Williams MP

Charge To :
 Stephen Williams MP

Banner Business Supplies Ltd

[REDACTED]

Delivered To :

STEPHEN WILLIAMS MP
 STEPHEN WILLIAMS MP

Customer Service
 Telephone No :
 Fax No :

Page 1 of 1 Date 18/03/2008

Acc. No. [REDACTED] Order Date 17/03/2008

Order [REDACTED]

C.A.R.

Sales Order No [REDACTED]

PAYMENT SLIP

Please see reverse
 for terms of business
 and how to pay

Acc. No. : [REDACTED]

Inv. No. : [REDACTED]

Inv. Date: 18/03/2008

Amt. Due : 77.29

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		9000023	BANNER ENV 110x220 PLN 80g S/S WH	10	BX1000	3.4400	17/03/08	34.40	17.5	6.02
4		2040927	XEROX A4 SYMP TINTED PAPER 80g I/WH	1	BX2500	10.4200	17/03/08	10.42	17.5	1.82
			XEROX A4 SYMPHONY TINTED PAPER 80g				17/03/08			
			IVORY WHITE 003R93964				17/03/08			
5		2040363	EVOLVE BUSINESS PAPER A4 80g WHITE	2	BX2500	10.4800	17/03/08	20.96	17.5	3.67

[REDACTED]

V.A.T. Summary			Sales Order Total (VAT excl)		65.78
Rate	Taxable Sum	V.A.T. Amount			
17.50	65.78	11.51	VAT Registration	[REDACTED]	
			Settlement	: None	
			Discount Terms	:	
					INVOICE GOODS 65.78
					INVOICE V.A.T. 11.51
					INVOICE TOTAL 77.29

**Please
 return
 the slip**

from final page
 of invoice with
 your payment
 by

15/04/2008

Invoice

 * INVOICE NO: [REDACTED]
 * *****
 Invoice To: [REDACTED]



Banner Business Supplies Ltd
 Cashier

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

Stephen Williams MP
 Bristol West

Charge To :
 Stephen Williams MP
 Bristol West

[REDACTED]

Page 1 of 1 Date 31/03/2008
 Acc.No [REDACTED] Order Date 28/03/2008
 Order [REDACTED]
 C.A.R. [REDACTED]

Delivered To :
 STEPHEN WILLIAMS MP
 STEPHEN WILLIAMS MP

Customer Services
 Telephone No : [REDACTED]
 Fax No : [REDACTED]

Acc. No. : [REDACTED]
 Inv. No. : [REDACTED]
 Inv. Date: 31/03/2008
 Amt. Due : 173.80

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		HC23-123S	ENVELOPE DL NON-WINDOW PLAIN CREST	2	BOX250	8.1500	28/03/08	16.30	17.5	2.85
2		2040927	XEROX A4 SYMP TINTED PAPER 80g I/WH	1	BOX2500	10.4200	28/03/08	10.42	17.5	1.82
			XEROX A4 SYMPHONY TINTED PAPER 80g				28/03/08			
			IVORY WHITE 003R93964				28/03/08			
3		2040363	EVOLVE BUSINESS PAPER A4 80g WHITE	5	BOX2500	10.4800	28/03/08	52.40	17.5	9.17
4		9000023	BANNER ENV 110x220 PLN 80g S/S WH	20	BOX1000	3.4400	28/03/08	68.80	17.5	12.04

[REDACTED]

V.A.T. Summary

Rate	Taxable Sum	V.A.T. Amount
17.50	147.92	25.88

Sales Order Total (VAT excl)

147.92

Settlement : None
 Discount Terms :

INVOICE GOODS	147.92
INVOICE V.A.T.	25.88
INVOICE TOTAL	173.80

**Please
 return
 the slip**

from final page
 of invoice with
 your payment
 by

28/04/2008

Credit Note

 * CREDIT NOTE *
 * ***** *



Please see reverse
 for how to use this
 credit note

Credit To : **Banner Business Supplies Limited**
 Stephen Williams MP

[Redacted]

Delivered To :
 STEPHEN WILLIAMS MP
 Customer Services
 Telephone No :
 Fax No :

Page 1 Of 1 Date 06/04/2008
 Acc.No [Redacted] Order Date 04/04/2008
 Order [Redacted]
 C.A.R. [Redacted]

Sales Order No : [Redacted]

Acc. No. : [Redacted]
 Credit Note : [Redacted]
 Credit Note Date: 06/04/2008
 Credit Due : -154.65

Line No.	Line Ref.	Product Code	Product Description	Quantity	U.O.M.	Unit Price	Tax Date	Line Total excl VAT	VAT Rate	Line VAT
2		2040927	XEROX A4 SYMP TINTED PAPER 80g I/WH This credit refers to original XEROX A4 SYMPHONY TINTED PAPER 80g order M7389006 IVORY WHITE 003R93964 and Invoice No 18992125	-1	BX2500	10.4200	04/04/08	-10.42	17.50	-1.82
3		2040363	EVOLVE BUSINESS PAPER A4 80g WHITE	-5	BX2500	10.4800	04/04/08	-52.40	17.50	-9.17
4		9000023	BANNER ENV 110x220 PLN 80g S/S WH	-20	BX1000	3.4400	04/04/08	-68.80	17.50	-12.04

This credit can only be used as
 payment for invoices from:

Banner Business Supplies Limited

V.A.T. Summary

Rate	Taxable Sum	V.A.T. Amount		
17.50	-131.62	-23.03	VAT Registration	[Redacted]
			CREDIT GOODS	-131.62
			CREDIT V.A.T.	-23.03
			CREDIT TOTAL	-154.65

Settlement : None
 Discount Terms :

[Redacted]



Communications Allowance
Direct payment of suppliers

Comms2

page 1 of 2

When to use this form

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

About filling in this form

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

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

Your details

Name
in CAPITAL LETTERS

STEPHEN WILLIAMS

Constituency

BRISTOL WEST

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

___/___/___

to

31/3/08

Allowance year

07/08

Suppliers

Amount

Deu - colour laser

£ _____ P

Printer - Bristol office

£ 543.20 P

£ _____ P

£ _____ P

£ _____ P

£ _____ P

£ _____ P

£ _____ P

Office use only

Allow. / Supp ID / Exp.Type

(Cat 5)

Authorisation and declaration

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

Signature

Date

28/10/08

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



Invoice

Invoice to:

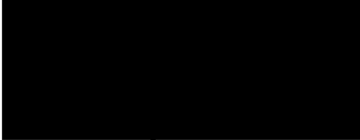
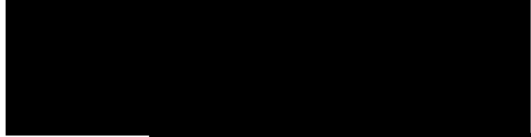


Stephen Williams MP

Deliver To:



Stephen Williams MP



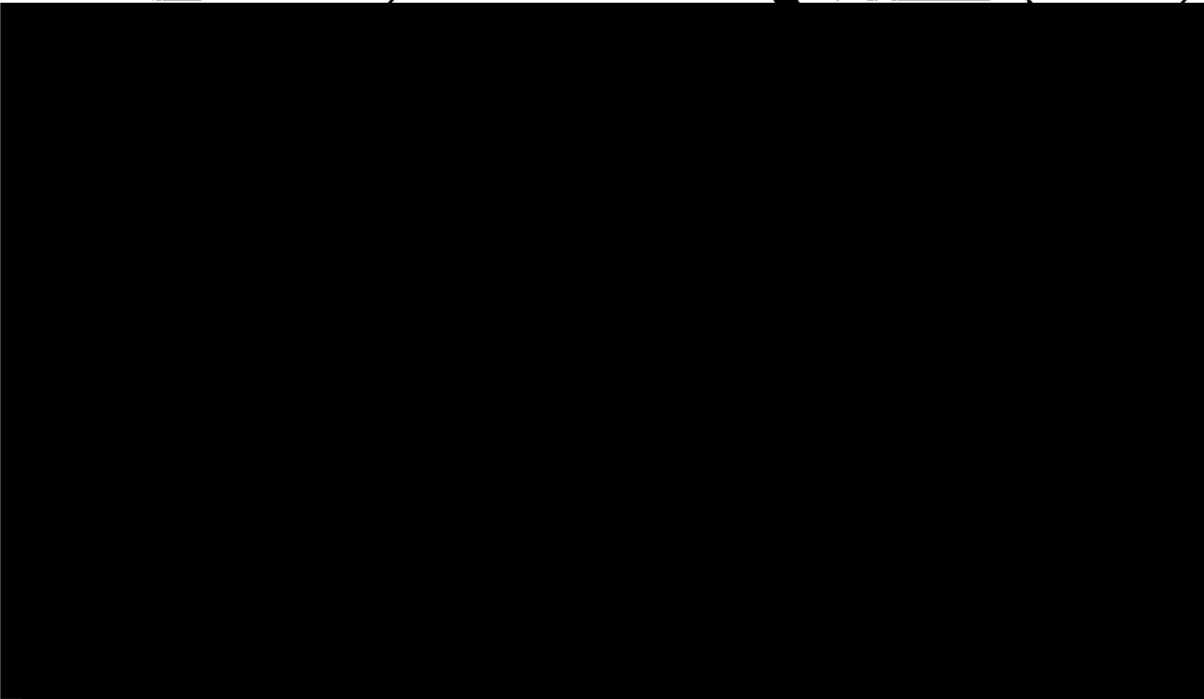
Invoice No

Page 1 of 2

Your Ref/PO No.
MyFinancials PIN
Despatch Note No.
Despatch Date
Payment Terms
Invoice Date



Item No.	Description	Quantity	Unit Price	Net
----------	-------------	----------	------------	-----



462.30 462.30

	GBP
Subtotal	462.30
Freight	0.00
VAT £	80.90
Total	543.20