



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

TOBIAS ELLWOOD MP

Constituency

BOURNEMOUTH EAST

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 18, 01, 08 to / /

Allowance year 2007, 2008



Suppliers

Amount

TOP COPY CREATIVE SOLUTIONS

£ 793.00 p

£ : p

£ : p

£ : p

£ : p

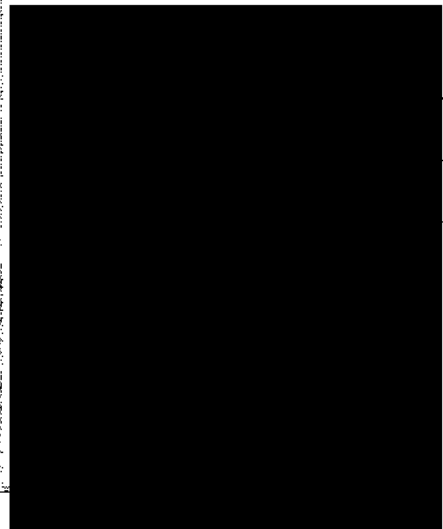
£ : p

£ : p

£ : p

Office use only

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



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

18.2.08

**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.

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).

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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

# INVOICE

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Account No. 

Mr Tobias Ellwood  


Contact 

Invoice No: 

VAT No. 

Invoice Date: 18/01/08

Job No. 

Order No. 

Quantity 30000

Job Title A4 Newsletter (New Design B version)  


Sub Total: £793.00

Extras:

Sub Total: £793.00

VAT £0.00

Total: £793.00





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

13 JUL 2007

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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

Tobias Ellwood MP ✓

**Constituency**

Bournemouth East

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 25/05/07 to 30/05/07      Allowance year 2007/08

Suppliers	Amount
Top Copy Creative Solutions	£ 988.00
" " " "	£ 173.00
_____	£ _____
_____	£ _____
_____	£ _____
_____	£ _____
_____	£ _____
_____	£ _____
<b>Total</b>	<b>£ 1161.00</b>

Office use only

Allow.	Supp ID	Exp.Type (at 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**

[Redacted Signature]

**MP**

**Date**

11/6/07

**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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Initials / Date


Validation  
completed

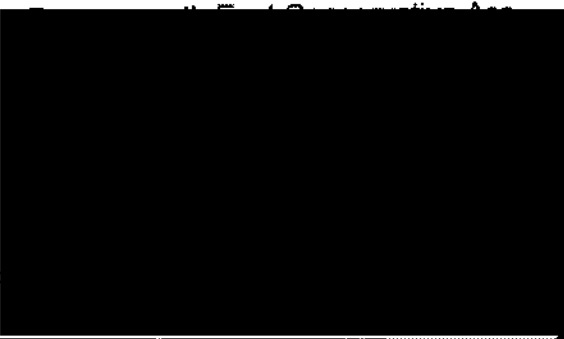
Comments


# INVOICE


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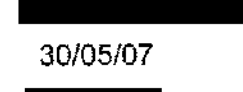


Account No. 


Mr Tobias Ellwood  


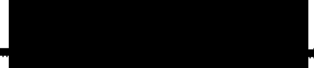
Contact 

Invoice No: 

VAT No. 


Invoice Date: 30/05/07

Job No. 

Order No. 

Quantity 40000

Job Title A4 Newsletter (New Style May 2007)



Please make cheques payable to Top Copy Limited



Sub Total:	£988.00
Extras:	
Sub Total:	£988.00
VAT	£0.00
Total:	£988.00




# INVOICE

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creative solutions

Account No. 

Mr Tobias Ellwood  


Contact 

Invoice No: 

VAT No. 

Invoice Date: 25/05/07

Job No. 

Order No. 

Quantity 5000

Job Title A5 Newsletter (New Style May 2007)  


Sub Total: £173.00

Extras:

Sub Total: £173.00

VAT £0.00

Total: £173.00/

