



FINANCE &  
ADMINISTRATION  
HOUSE OF COMMONS

# Communications Allowance

4-2008-01

**Comms2**

page 1 of 2

## 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

TOM HARRIS

Constituency

GLASGOW SOUTH

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 28/03/08 to 28/03/08

Allowance year

07/08

Suppliers

Amount

Public Impact

£2565.00 p

Public Impact

£255.57 p

£ : p

£ : p

£ : p

£ : p

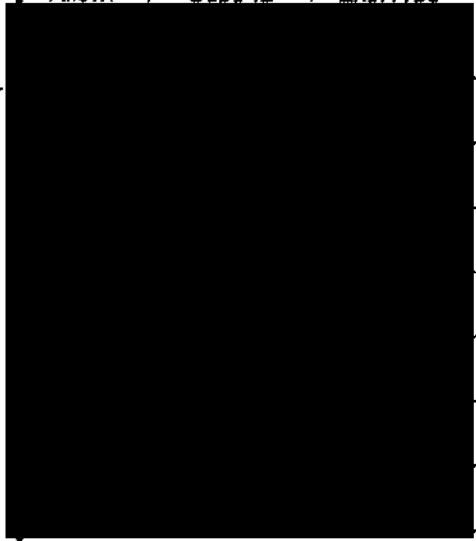
£ : p

£ : p

2820.57

Office use only

Allow. / Supp ID / Exp.Type



### 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

14.4.08

**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.

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).

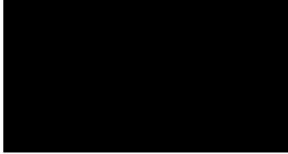
Send your completed  
form to

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

<b>Office use only</b>	
	Initials / Date
Validation completed	<input type="text"/>
<b>Comments</b>	



Tom Harris MP



**Invoice**

Page 1

**Invoice No.**



**Invoice/Tax Date**

28/03/2008

**Cust. Order No.**

**Account Ref.**



**Quantity Details**

	<b>Unit Price</b>	<b>Net</b>	<b>VAT Rate</b>	<b>VAT</b>
1.00 Printing of 40K A4 4pp Parliamentary Report Leaflets	2,565.00	2,565.00	0.00	0.00



**Total Net Amount**

**2,565.00**

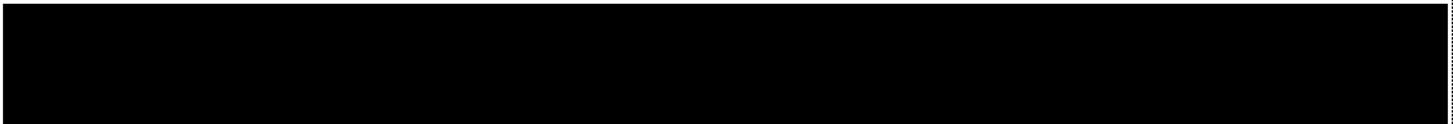
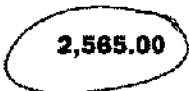
**Total VAT Amount**

**0.00**

**Invoice Terms: 30 Days**

**Invoice Total**

**2,565.00**



## Invoice

Page 1

Tom Harris MP

Invoice No. [REDACTED]

Invoice/Tax Date

28/03/2008

Cust. Order No.

Account Ref. [REDACTED]

### Quantity Details

	Unit Price	Net	VAT Rate	VAT
1.00 Printing of 500 How to Contact Your MP Posters	195.00	195.00	17.50	34.13
1.00 Delivery	22.50	22.50	17.50	3.94

**Total Net Amount**

**217.50**

**Total VAT Amount**

**38.07**

**Invoice Total**

**255.57**

**Invoice Terms: 30 Days**



FINANCE & ADMINISTRATION  
HOUSE OF COMMONS

# Communications Allowance

**Comms2**

page 1 of 2

## Direct payment of suppliers

02 APR 2008

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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

TOM HARRIS

Constituency

GLASGOW SOUTH

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 26/02/08 to 26/02/08

Allowance year

07/08

Suppliers



Amount

Royal Mail Group LTD. £3151.83p

£ \_\_\_\_\_ : \_\_\_\_\_ p

£ \_\_\_\_\_ : \_\_\_\_\_ p

£ \_\_\_\_\_ : \_\_\_\_\_ p

£ \_\_\_\_\_ : \_\_\_\_\_ p

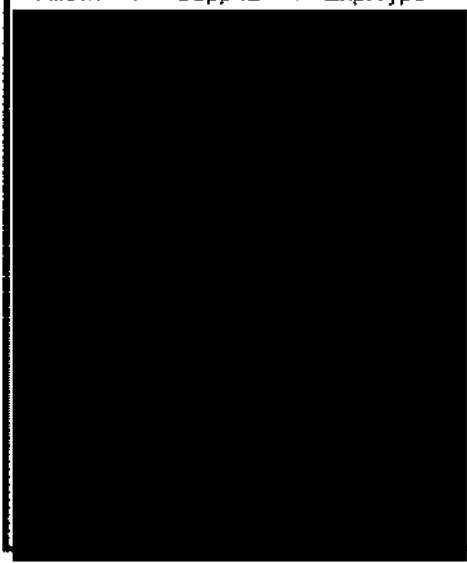
£ \_\_\_\_\_ : \_\_\_\_\_ p

£ \_\_\_\_\_ : \_\_\_\_\_ 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, exclusively and necessarily in the performance of my Parliamentary duties.

Signature

[Redacted Signature]

MP

Date

31-3-08

**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	<input type="text"/>
Comments	



### Confirmation of Booking

The addressed element of your mailing has been booked to coincide with your Door to Door mailing. Please find your reference numbers below:

Door to Door ref: [Redacted]  
Address Mailing ref: [Redacted]

### Mailing Details

The mailing house handling the addressed element is:

[Redacted]

Contact at mailing house for your driver: [Redacted]

Postage Tariff: [Redacted]  
Postage Item Quantity: 10,860  
Total Item Quantity: 11,403 (+6% allowing for spoils)

Indicative sell price for Postage/Fulfilment: £ 3,151.83 [Redacted]

Account Details:  
RM Walksort Account no: MP  
HQ PPI No: MP  
Paper Docket\*/ Epro: Epro (Paper Docket to be provided by customer direct to mailing house)

Customer Details: Tom Harris  
Tel: [Redacted]

Items to be with the Mailing House at latest wc: 21/04/2008

Scheduled Mailing Dispatch wc: 28/04/2008

[Redacted]



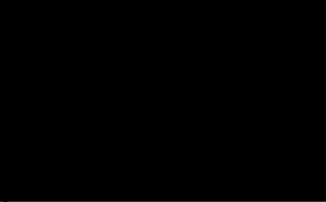
CONTRACT PREFACE

ROYAL MAIL DOOR TO DOOR

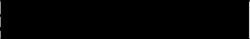


1. Customer Name and Address:

2. Registered Office (if different from Customer):

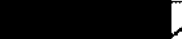
Tom Harris MP 	
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3. Telephone Number

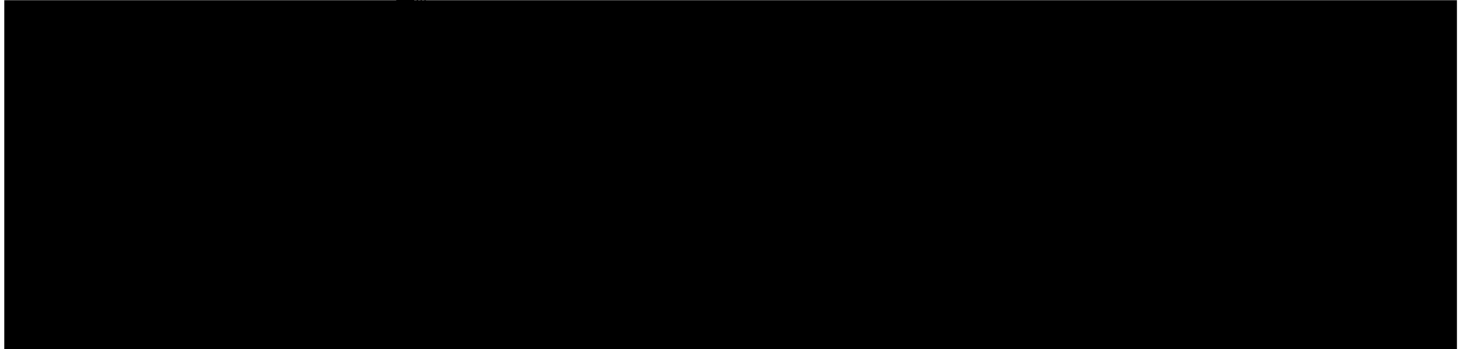
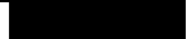


Fax Number:

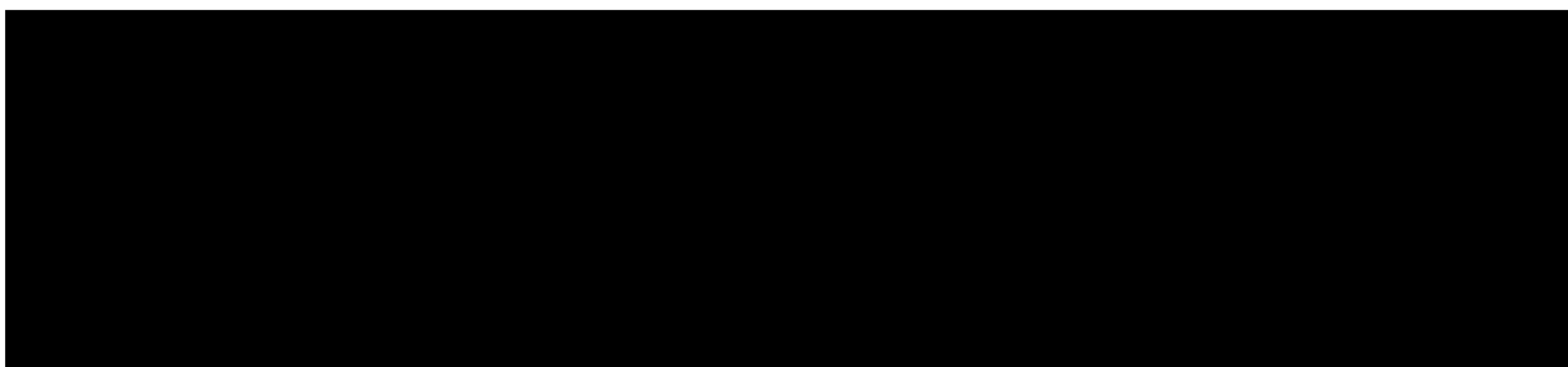
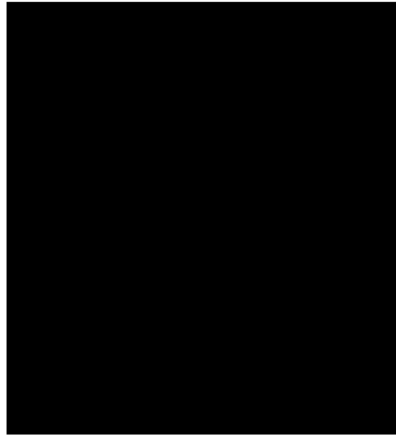
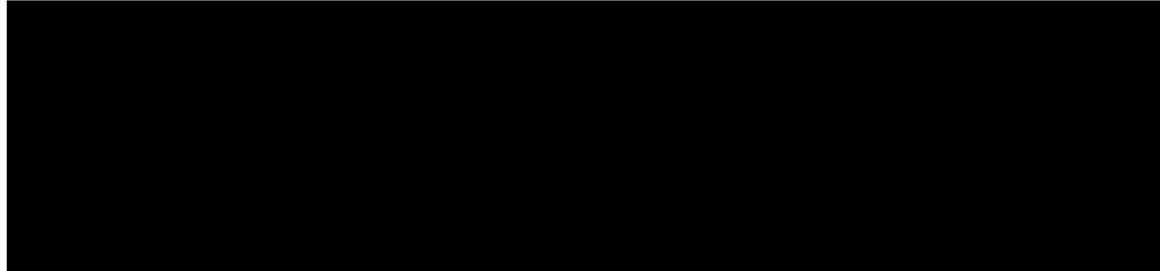
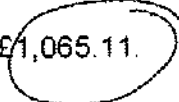
4. Contract Number



Account No:



8 The total number of items in this contract is 30432 and the total contract charge is £1,065.11.







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

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**Your details**

**Name**  
in CAPITAL LETTERS

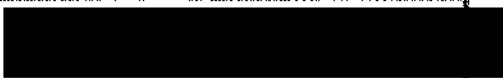
TOM HAARIS

**Constituency**

GLASGOW SOUTH

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 31/03/08 to 31/03/08

**Allowance year**

07/08

**Suppliers**

**Amount**

ROYAL MAIL GROUP LTD.

920.77 p

£ : p

£ : p

£ : p

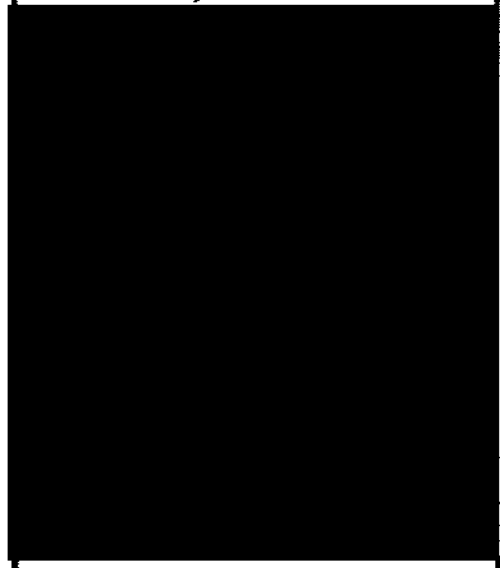
£ : p

£ : p

£ : p

£ : p

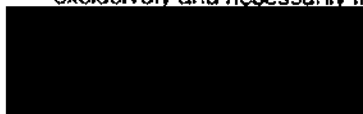
Office use only



**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**

31.3.08

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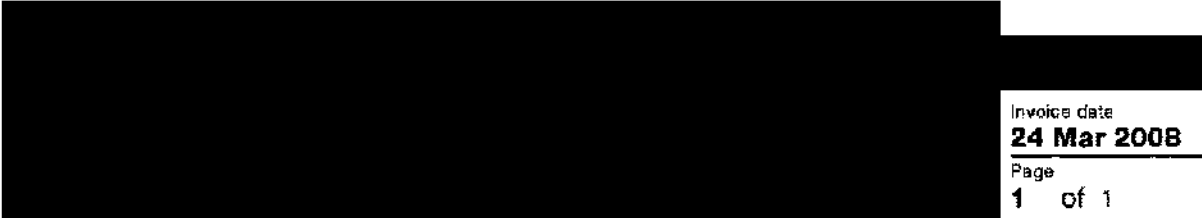
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**Send your completed form to**

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

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<b>Office use only</b>	
	Initials / Date
Validation completed	<input type="text"/>
<b>Comments</b>	



Invoice date  
**24 Mar 2008**  
 Page  
**1** of 1

# Invoice

To  
**TOM HARRIS MP**



Customer account number

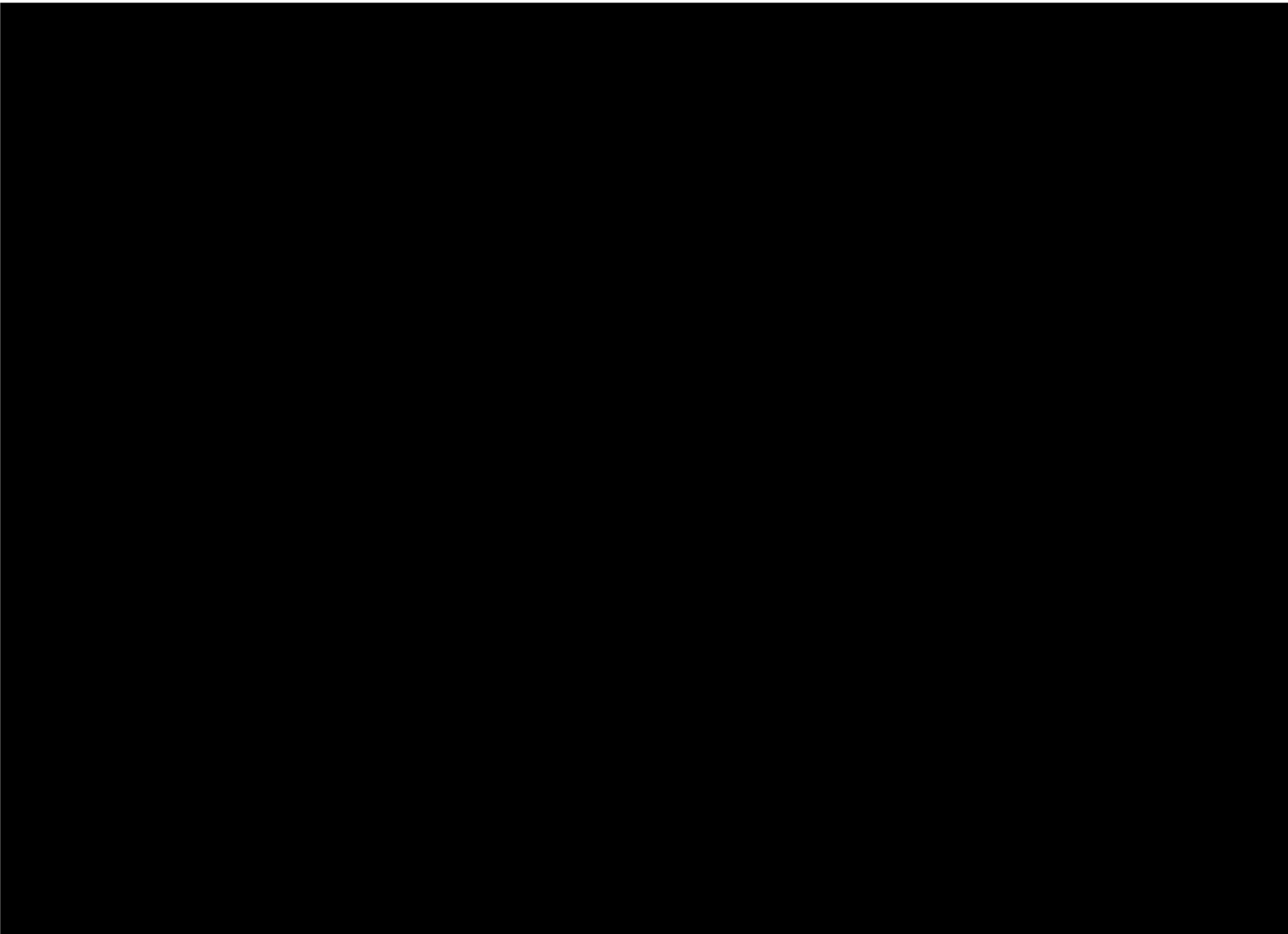


Terms  
**10 days**

Please pay by  
**03 Apr 2008**

Docket no.	Posting date	Sender's ref.	Format	Service	Quantity	Weight (kg)	Unit cost (£)	Net value	VAT
[Redacted]	21 Mar 2008	[Redacted]		DOOR TO DOOR	26,308			920.77	E
				26308 ITEMS AT 3.500 PENCE					

Total Net	<b>920.77</b>
Total VAT	E = exempt <b>0.00</b>
<b>Total</b>	<b>920.77</b>





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

**Comms2**

page 1 of 2

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**Your details**

Name  
in CAPITAL LETTERS

TOM HARRIS

Constituency

GLASGOW SOUTH

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 31 / 3 / 08 to 31 / 3 / 08

Allowance year

07 / 08

Suppliers

Amount

Royal Mail Group LTD. £ 144.34

£ : 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

9.4.08



Invoice date  
**31 Mar 2008**

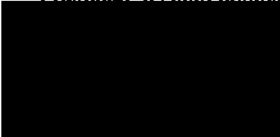
Page  
**1 of 1**

# Invoice

To  
**TOM HARRIS MP**



Customer account number



Terms  
**10 days**

Please pay by  
**10 Apr 2008**

Docket no.	Posting date	Sender's ref.	Format	Service	Quantity	Weight(kg)	Unit cost (P)	Net value	VAT
[Redacted]	28 Mar 2008	[Redacted]		DOOR TO DOOR	4,124			144.34	E
				4124 ITEMS AT 3.500 PENCE					

Total Net	<b>144.34</b>
Total VAT	E = exempt <b>0.00</b>
<b>Total</b>	<b>144.34</b>

