

Rt Hon Stephen Timms MP

**Communications
Allowance**

2007-08



Communications Allowance
Direct payment of suppliers

When to use this form ■ Use this form to ask us to pay your suppliers for costs 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 TIMMS
Constituency EAST HAM

Office use only

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 ___/___/___ to ___/___/___ **Allowance year** 07/08

Suppliers	Amount
<u>Black + White Multimedia</u>	<u>£ 528.75 p</u>
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p

Office use only
 Allow. / Supp ID / Exp.Type
 (G15)

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 OCT 2007

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


Office use only





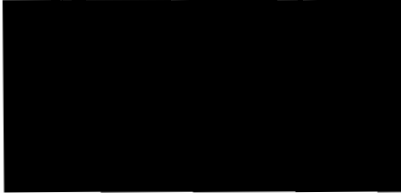
Initials / Date

Validation
completed**Comments**

INVOICE



To:  Stephen Timms MP

Account Code	Invoice Date	Payment Date	Reference	Invoice No
	07/08/2007	14/08/2007		
Description				Net Value(£)
Website design 2nd stage payment  				450.00
(Advance £480+ Vat received thanks)				
				Net Amount 450.00
				Vat Amount 78.75
				Invoice Total 528.75









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Your details

Name
in CAPITAL LETTERS

STEPHEN TIMMS MP

Constituency

EAST HAM

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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 03/03/08 to 03/03/08

Allowance year

07/08

Suppliers

Amount

GREATRAF CO LIMITED



£ 2643 : 75 P

£ _____ : _____ P

£ _____ : _____ P

£ _____ : _____ P

£ _____ : _____ P

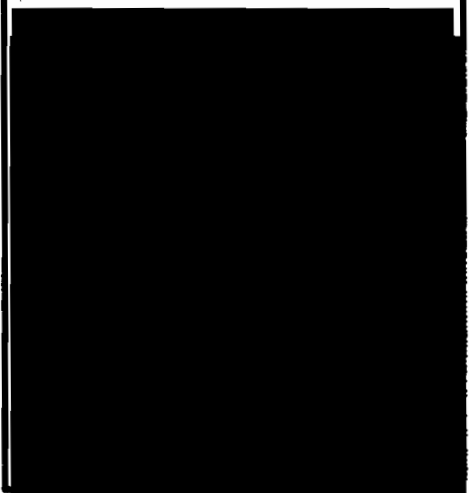
£ _____ : _____ P

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

Signature



MP

Date

4 March 2008

Data protection

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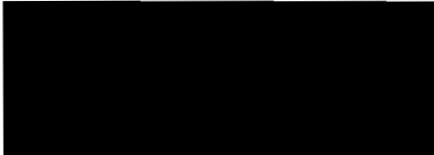
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Send your completed form to Validation Team, Operations Directorate,
Department of Finance & Administration, House of Commons, London SW1AA

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

Greatbatch Limited



Stephen Timms
[Redacted]

[Redacted]

NOTES
[none]

[Redacted]

Date: **28/02/2008**
Customer: [Redacted]
Job: [Redacted]
Order No: [Redacted]

Description	Qty.	Amount (£)
Distribution of 45,000 single page annual report leaflets to map area supplied at £50 per thousand plus vat	45000	2250.00
Thurs 13/03/08 to Sat 15/03/08		



Payment Terms: **Prepayment**

Subtotal (£) 2250.00
VAT (£) 393.75
Total (£) 2643.75

With Compliments..





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Comms2

page 1 of 2

6 MAR 2008

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Your details

Name in CAPITAL LETTERS

STEPHEN TIMMS MP

Constituency

EAST HAM

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 / / to 24/03/08 Allowance year 07/08

Suppliers

Amount

Jupiter Associates

£1647.00 p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

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Allow. / Supp ID / Exp.Type (Cat 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

MP

Date

24 MAR 2008

Data protection

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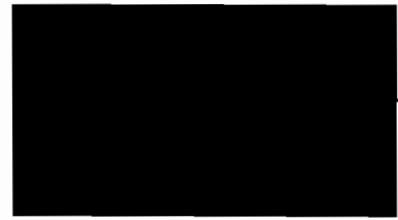
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Initials / Date

Validation
completed**Comments**

INVOICE



Stephen Timms MP
[Redacted]

Invoice No. [Redacted]

Date **12/03/08**

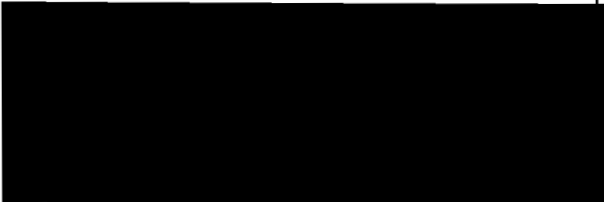
Your Order No. [Redacted]

Our Ref No. [Redacted]

NEWSLETTER

Print in four colour process throughout onto 115gsm gloss art. Trim, fold once, pack and deliver to Westminster and Barnet
Quantity 45,500

1,647.00



Total Net Amount	1,647.00
Total Tax Amount	0.00
Invoice Total	1,647.00

TERMS: 30 DAYS FROM DATE OF INVOICE





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in CAPITAL LETTERS

STEPHEN TIMMS MP

Constituency

EAST HAM

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 ___ / ___ / ___ to ___ / ___ / ___

Allowance year

07 / 08



Suppliers

Amount

Jupiter Associates	£ 133 : 95 p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p

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Allow. / Supp ID / Exp.Type
(Cat 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



MP

Date

11 March 2008

Data protection

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	Initials / Date
Validation completed	<input type="text"/>
Comments 	

INVOICE



Stephen Timms MP
[Redacted]

Invoice No. [Redacted]

Date **06/03/08**

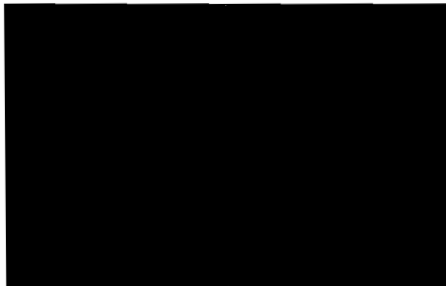
Your Order No. [Redacted]

Our Ref No. [Redacted]

[Redacted] POSTERS

Print in four colour process one side only onto 150gsm gloss art. Trim, pack and deliver to London
Quantity 500

114.00



Total Net Amount 114.00

Total Tax Amount 19.95

Invoice Total 133.95

TERMS: 30 DAYS FROM DATE OF INVOICE

