



**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

JO SWINSON

Constituency

EAST DUNBARTONSHIRE

Office use only	Costs	
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**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 10/12/07 to 31/12/07

Allowance year

2007/08

Suppliers	Amount
<u>ROYAL MAIL</u>	<u>£ 354.91 p</u>
<u>" "</u>	<u>£ 184.30 p</u>
<u>" "</u>	<u>£ 385.71 p</u>
	£ : 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, or in part, in the performance of my Parliamentary duties.

Signature

[Redacted Signature]

MP

Date

7/1/08

**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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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**

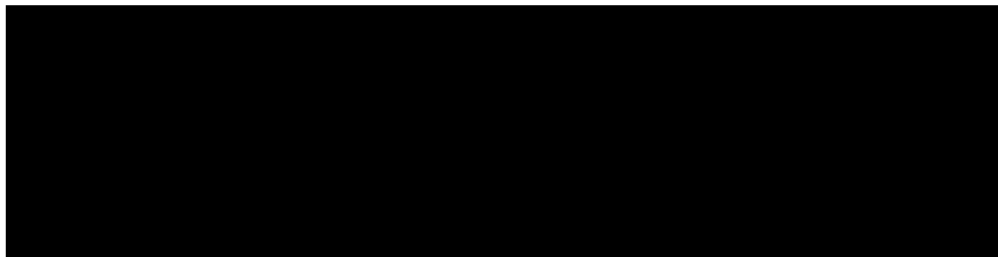
Validation Team, Operations Directorate,  
Department of Finance & Administration, House of Commons, London SW1AA

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



Royal Mail



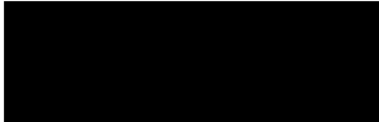
Invoice number [redacted]

Invoice date  
**10 Dec 2007**

Page  
**1 of 1**

# Invoice

To  
JO SWINSON MP



DEC 2007

Account held at  
JO SWINSON MP



Customer account number



Legal entity number



Terms  
**10 days**

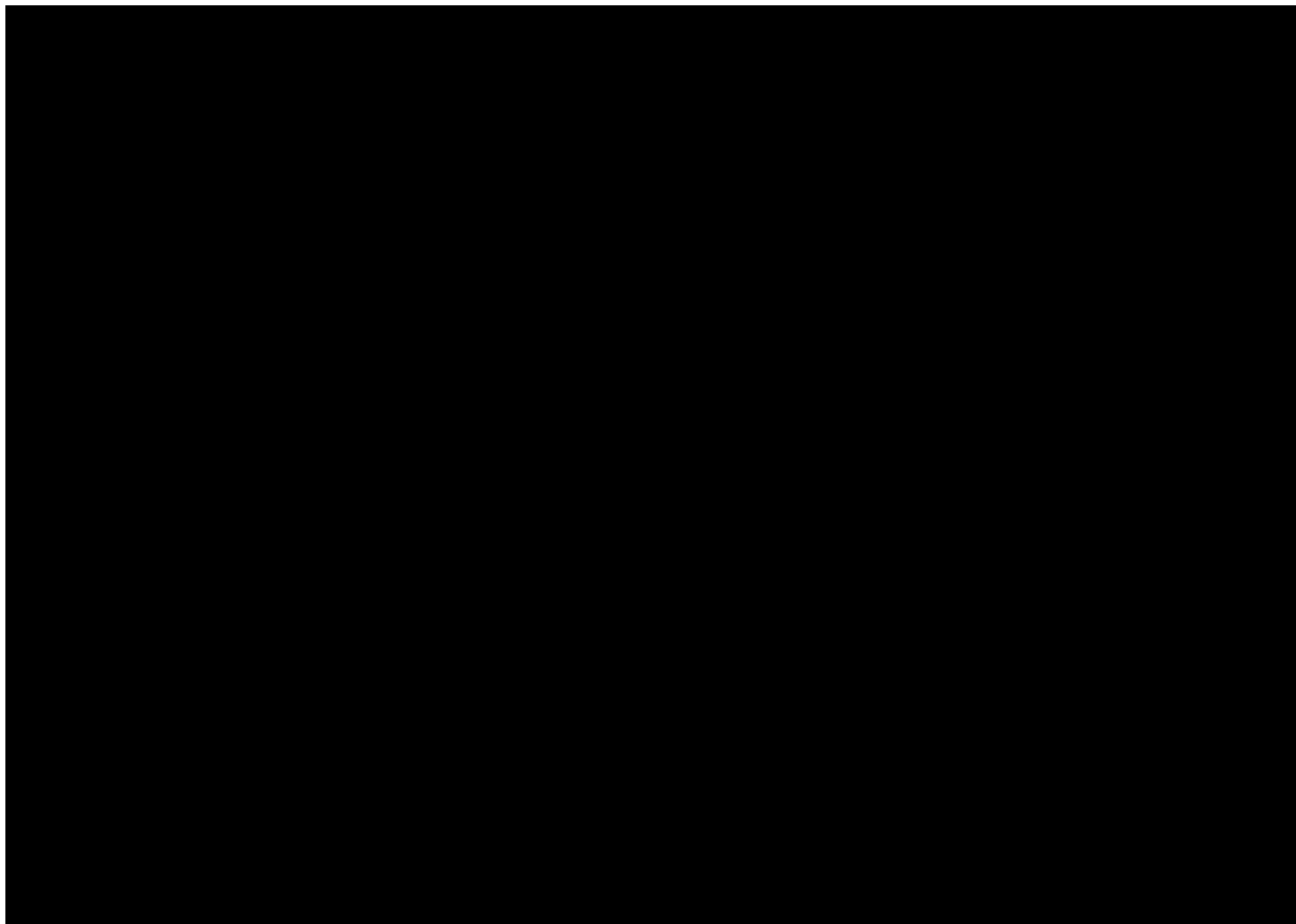
Please pay by  
**20 Dec 2007**

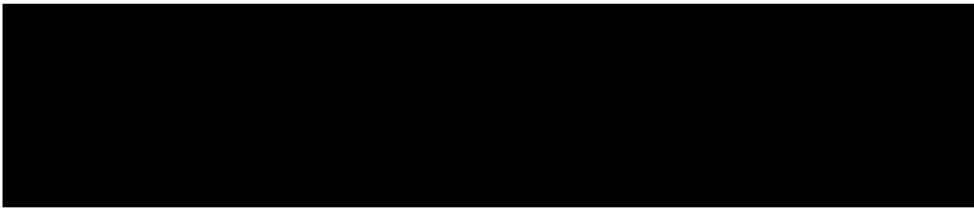
Decket no.	Posting date	Sender's ref.	Format	Service	Quantity	Weight/kg	Unit cost (£)	Net value	VAT
[redacted]	07 Dec 2007	[redacted]	[redacted]	DOOR TO DOOR	7,318			354.91	E
				7318 ITEMS AT 4.850 PENCE					

Total Net **354.91**

Total VAT E = exempt **0.00**

Total **354.91**





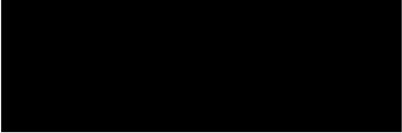
Invoice number  
[Redacted]

Invoice date  
**17 Dec 2007**

Page  
**1** of 1

# Invoice

To  
JO SWINSON MP



Account held at  
JO SWINSON MP



**18 DEC 2007**

Customer account number



Terms  
**10 days**

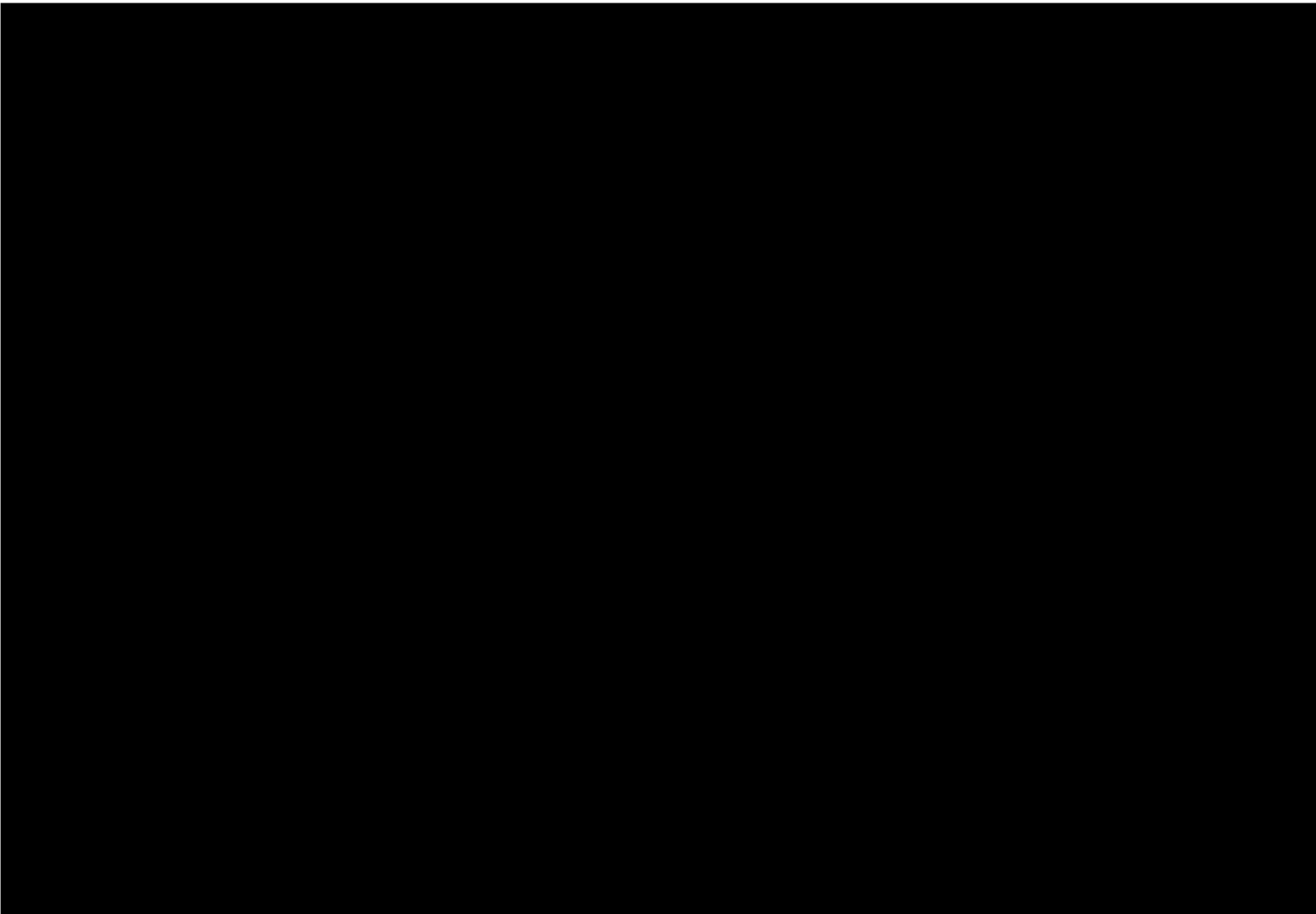
Legal entity number



Please pay by  
**27 Dec 2007**

Decket no.	Posting date Poster	Sender's ref. Contract no.	Format	Service Quantity	Weight(KG)	Unit cost (£)	Net value	VAT
[Redacted]	14 Dec 2007	[Redacted]		DOOR TO DOOR 3,800 3800 ITEMS AT 4.850 PENCE			184.30	E

Total Net		184.30
Total VAT	E = exempt	0.00
<b>Total</b>		<b>184.30</b>





Invoice number [redacted]

Invoice date  
**31 Dec 2007**

Page  
**1** of 1



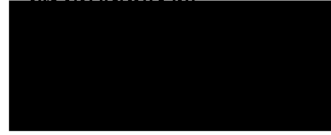
To  
JO SWINSON MP



# Invoice

**04 JAN 2008**

Account held at  
JO SWINSON MP



Customer account number



Legal entity number



Terms

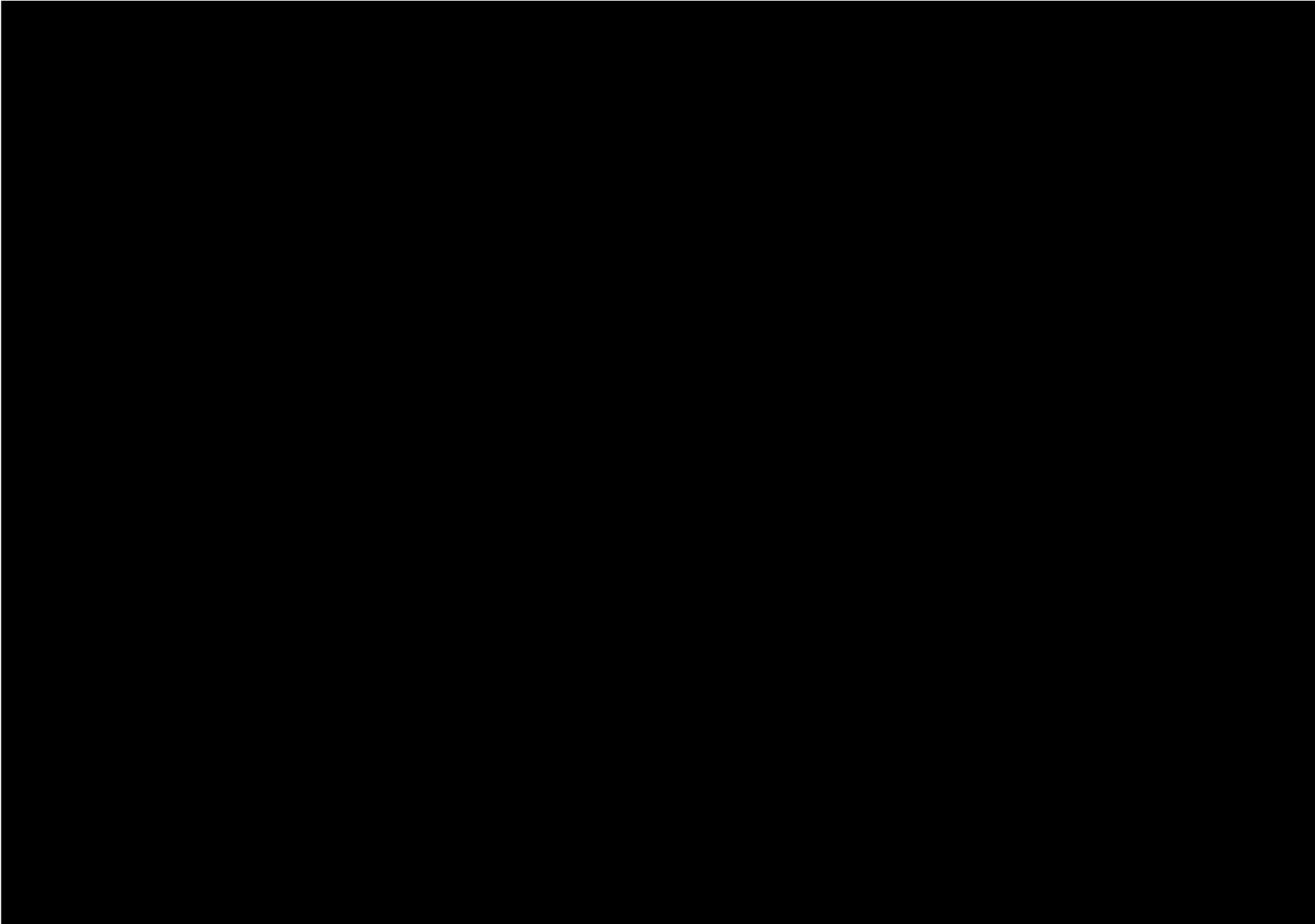
**10 days**

Please pay by

**10 Jan 2008**

Docket no.	Pasting date	Sender's ref.	Format	Service	Quantity	Weight(kg)	Unit cost (£)	Net value	VAT
[redacted]	28 Dec 2007	[redacted]		DOOR TO DOOR	7,953			385.71	E
				7953 ITEMS AT 4.850 PENCE					

Total Net		<b>385.71</b>
Total VAT	E = exempt	<b>0.00</b>
<b>Total</b>		<b>385.71</b>





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

23 JAN 2008

**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

JO SWINSON

Constituency

EAST DUNBARTONSHIRE

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 24, 12, 07 to 14, 1, 08 Allowance year 2007, 08

[Redacted]

Suppliers

Amount

Office use only		
Allow.	Supp ID	Exp.Type

ROYAL MAIL

£ 58.53 p

ROYAL MAIL

£ 349.44 p

ROYAL MAIL

£ 115.62 p

£ \_\_\_\_\_ : \_\_\_\_\_ p

£ \_\_\_\_\_ : \_\_\_\_\_ p

£ \_\_\_\_\_ : \_\_\_\_\_ p

£ \_\_\_\_\_ : \_\_\_\_\_ p

£ \_\_\_\_\_ : \_\_\_\_\_ p

**Authorisation and declaration**

[Redacted] is requested are in respect of costs incurred wholly,  
by in the performance of my Parliamentary duties.

Signature

[Redacted Signature]

MP

Date

21/1/08

**Data protection**

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**Send your completed form to**

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

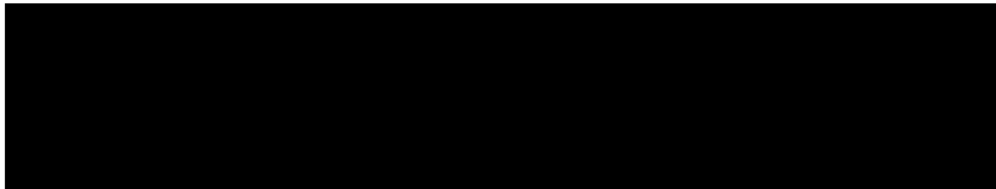
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**Office use only**

Initials / Date

Validation completed

Comments



Invoice number

Invoice date  
**24 Dec 2007**

Page  
**1** of 1

To  
JO SWINSON MP

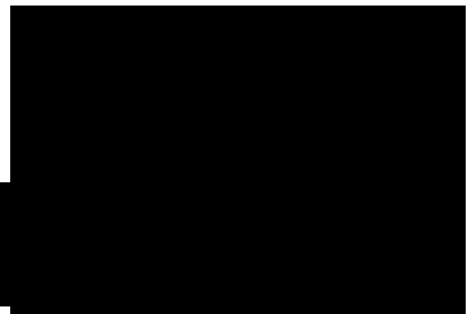


JAN 2008



JAN 2008

# Invoice



Account held at  
JO SWINSON MP



Customer account number



Legal entity number

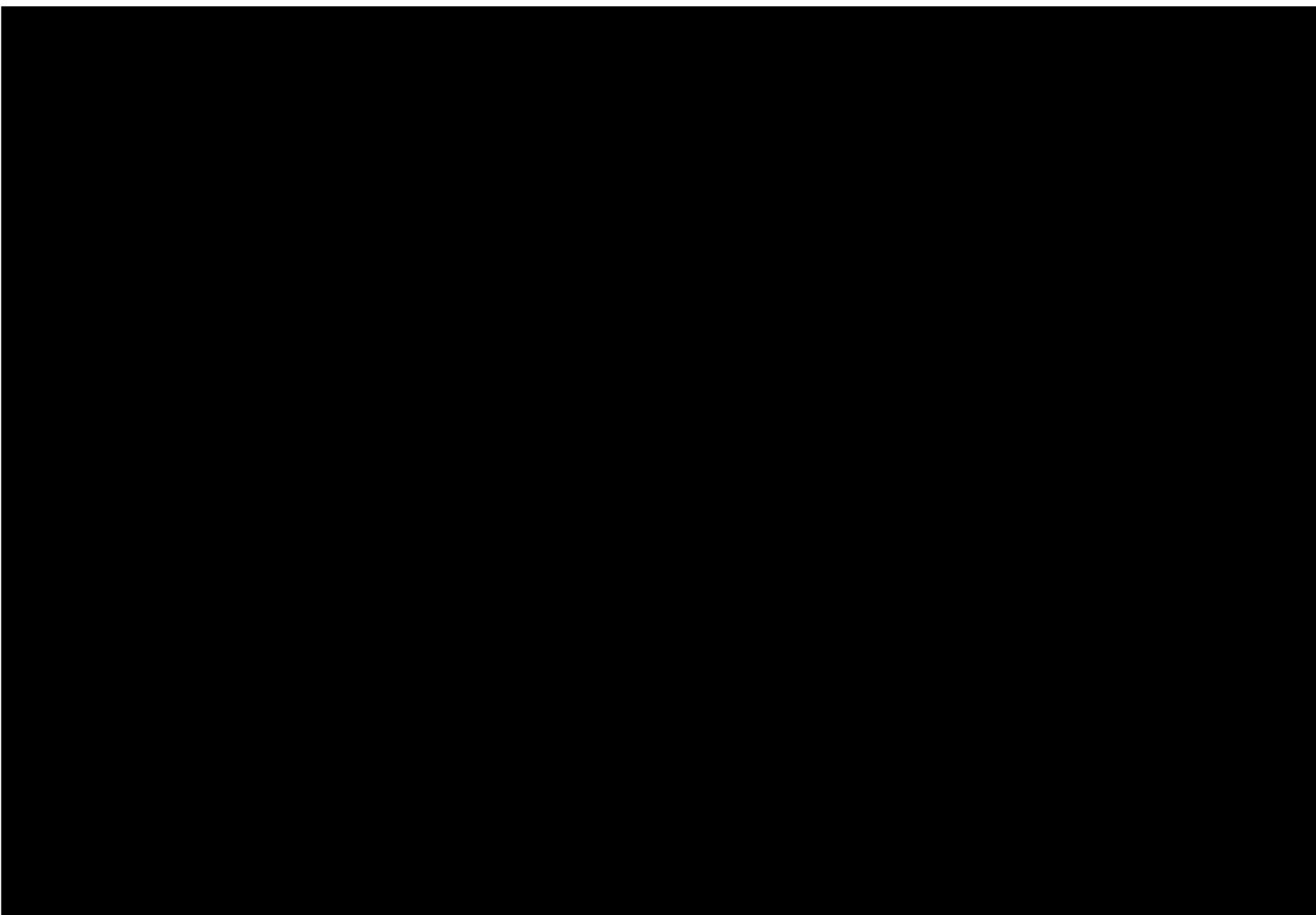


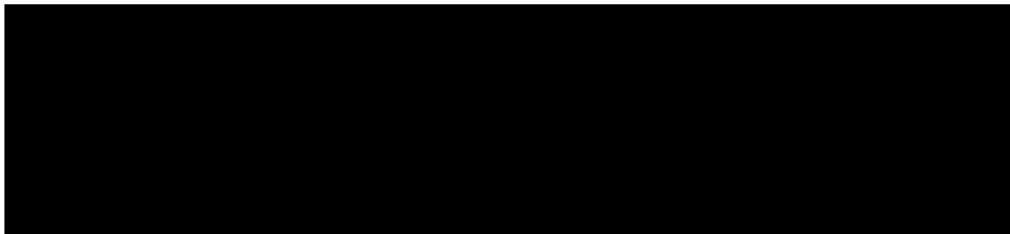
Terms  
10 days

Please pay by  
**03 Jan 2008**

Detail no.	Posting date	Sender's ref. Contract no.	Format	Service	Quantity	Weight(kg)	Unit cost (£)	Net value	VAT
	1 Dec 2007			DOOR TO DOOR	1,207			58.53	E
				1207 ITEMS AT 4.850 PENCE					

Total Net	58.53
Total VAT	E = exempt 0.00
<b>Total</b>	<b>58.53</b>





Invoice number  
 Invoice date  
**07 Jan 2008**  
 Page  
**1** of 1

# Invoice

To  
**JO SWINSON MP**



Account held at  
**JO SWINSON MP**



Customer account number



Legal entity number

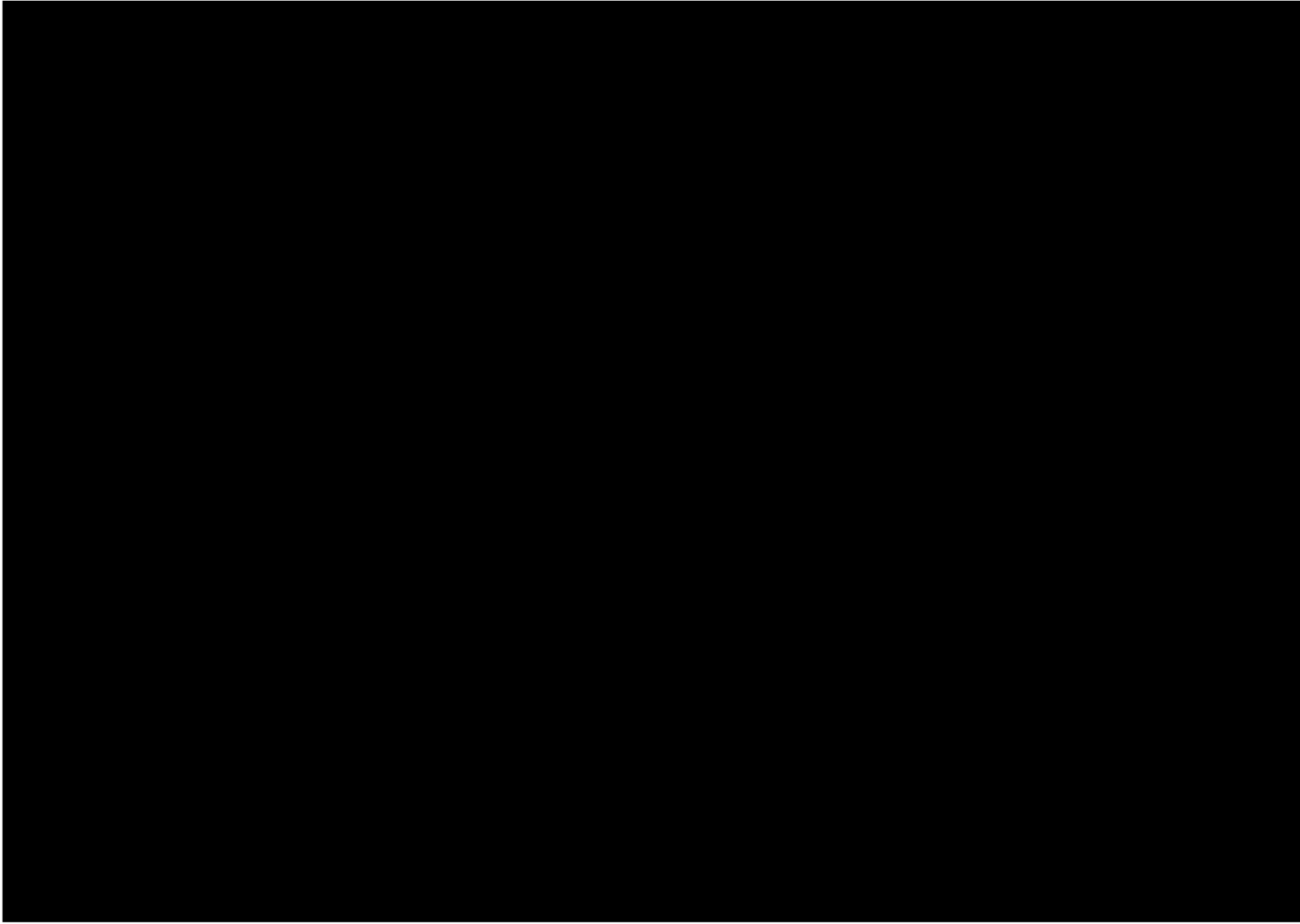


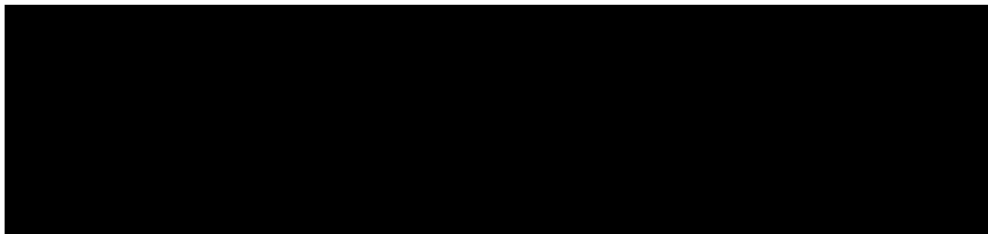
Terms  
**10 days**

Please pay by  
**17 Jan 2008**

Packet no.	Posting date	Sender's ref. / Contract no.	Format	Service	Quantity	Weight(kg)	Unit cost (£)	Net value	VAT
	04 Jan 2008			DOOR TO DOOR	7,205			349.44	E
					7205 ITEMS AT 4.850 PENCE				

Total Net	<b>349.44</b>
Total VAT	E = exempt <b>0.00</b>
<b>Total</b>	<b>349.44</b>





Invoice number  
[Redacted]

Invoice date  
**14 Jan 2008**

Page  
**1 of 1**

# Invoice

To  
JO SWINSON MP

15 JAN 2008

Account held at  
JO SWINSON MP

Customer account number  
[Redacted]

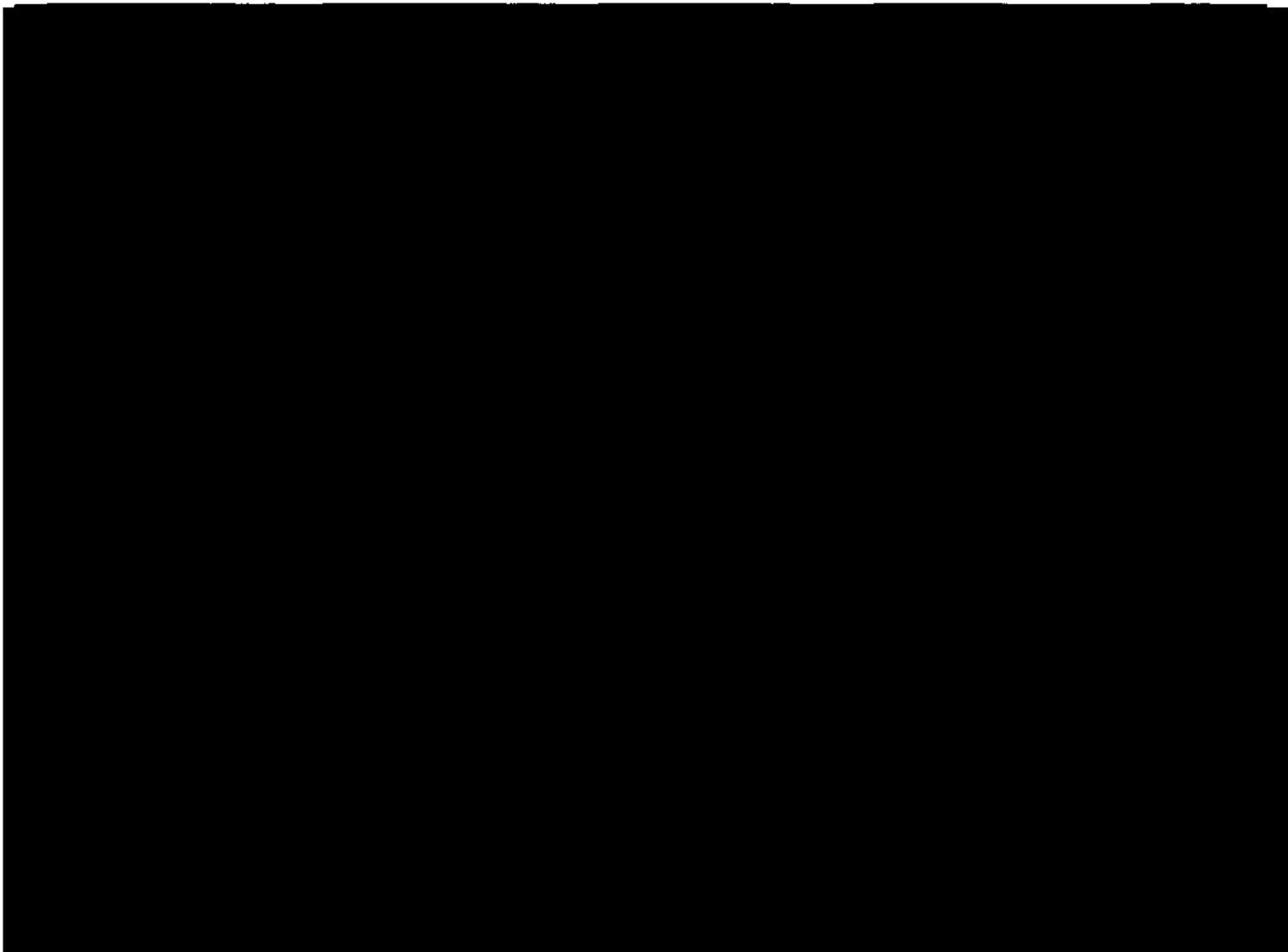
Legal entity number  
[Redacted]

Terms  
**10 days**

Please pay by  
**24 Jan 2008**

Docket no.	Posting date Poster	Sender's ref. Contract no.	Format	Service Quantity	Weight/kg	Unit post (£)	Net value	VAT
[Redacted]	11 Jan 2008	[Redacted]		DOOR TO DOOR 2,384			115.62	E
				2384 ITEMS AT 4.850 PENCE				

Total Net		<b>115.62</b>
Total VAT	E = exempt	<b>0.00</b>
<b>Total</b>		<b>115.62</b>





FINANCE &  
ADMINISTRATION  
HOUSE OF COMMONS

# 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

JO SWINSON MP

Constituency

EAST DUNBARTONSHIRE

Office use only	Costs	[REDACTED]
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### 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 24 / 1 / 08 to 27 / 1 / 08 Allowance year 2007 / 08

[REDACTED]

	Amount
<u>BANNER</u>	<u>£ 19 : 15 p</u>
<u>"</u>	<u>£ 9 : 58 p</u>
<u>"</u>	<u>£ 66 : 01 p</u>
<u>AROPRINT LTD</u>	<u>£ 1559 : 00 p</u>
<u> </u>	<u>£ : p</u>
<u> </u>	<u>£ : p</u>
<u> </u>	<u>£ : p</u>
<u> </u>	<u>£ : p</u>

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

### Authorisation and declaration

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

Signature

[REDACTED SIGNATURE]

MP

Date

11/2/08

**Data protection**

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

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

# Invoice



office2office

Banner Business Supplies Ltd

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

Invoice To

Charge To :

Jo Swinson MP

Jo Swinson MP

[REDACTED]

Delivered To :

Jo Swinson MP

Page 1 of 1 Date 27/01/2008  
 Acc.No. [REDACTED] Order Date 24/01/2008  
 Order [REDACTED]  
 C.A.R. [REDACTED]

Sales Order No : [REDACTED]

Line No.	Line Ref.	Product Code	Product Description	Quantity	U.C.M.	Unit Price	Tax Date	Line Total (excl VAT)	VAT Rate	Line VAT
1		[REDACTED]	PAPER - A5 GREEN CREST WITH ADDRESS	2	BOX250	4.6400	24/01/08	9.28	17.5	1.62
2		[REDACTED]	MAILER ENV 162x236mm 90g PLN GF WH	1	BOX500	28.7200	25/01/08	28.72	17.5	5.03
3		[REDACTED]	VERY LSR LABEL 99.1x67.7mm 8/S WH	1	PCK100	18.1500	25/01/08	18.15	17.5	3.18

## PAYMENT SLIP

Please see reverse for terms of business and how to pay

Acc. No. : [REDACTED]  
 Inv. No. : [REDACTED]  
 Inv. Date: 27/01/2008  
 Amt. Due : 66.01

[REDACTED]

**Please return the slip**

from final page of invoice with your payment by

24/02/2008

### V.A.T. Summary

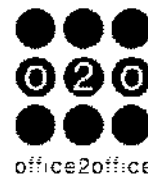
Rate	Taxable Sum	V.A.T. Amount
17.50	56.18	9.83

Sales Order Total (VAT excl) 56.18

INVOICE GOODS	56.18
INVOICE V.A.T.	9.83
<b>INVOICE TOTAL</b>	<b>66.01</b>

Settlement : None  
 Discount Terms :

# Invoice



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

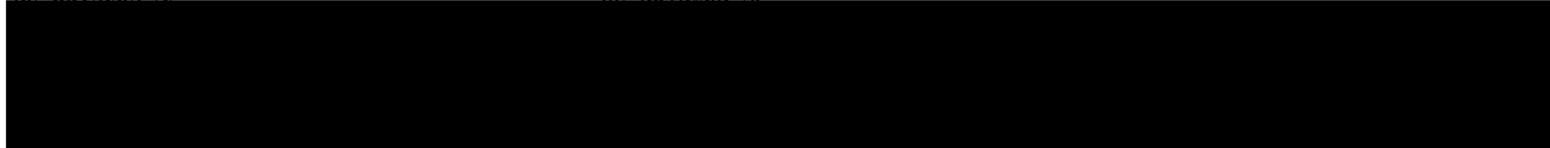
Invoice To : [REDACTED]

Charge To :

Banner Business Supplies Ltd

Jo Swinson MP

Jo Swinson MP



Delivered To :

Jo Swinson MP



Page 1 Of 1 Date 24/01/2008

Acc.No [REDACTED] Order Date 23/01/2008

Order [REDACTED]

C.A.R.

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		[REDACTED]	ENVELOPE DL NON-WINDOW PLAIN CREST	1	BOX250	8.1500	23/01/08	8.15	17.5	1.43

## PAYMENT SLIP

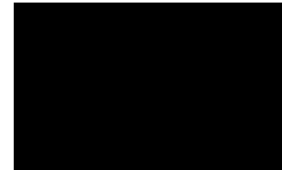
Please see reverse for terms of business and how to pay

Acc. No. : [REDACTED]

Inv. No. : [REDACTED]

Inv. Date: 24/01/2008

Amt. Due : 9.58



**Please return the slip**

from final page of invoice with your payment by

21/02/2008

### V.A.T. Summary

Rate	Taxable Sum	V.A.T. Amount
17.50	8.15	1.43

Sales Order Total (VAT excl)

8.15

VAT Registration : GB 731 8604 39

INVOICE GOODS	8.15
INVOICE V.A.T.	1.43
<b>INVOICE TOTAL</b>	<b>9.58</b>

Settlement : None  
 Discount Terms :

# Invoice



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

Invoice To : [REDACTED]  
Jo Swinson MP

Charge To :  
Jo Swinson MP

Banner Business Supplies Ltd

[REDACTED]

Delivered To : [REDACTED]  
Jo Swinson MP

[REDACTED]

Page 1 of 1 Date 24/01/2008  
Acc.No [REDACTED] Order Date 22/01/2008  
Order [REDACTED]  
C.A.R.

Sales Order No [REDACTED]

Acc. No. : [REDACTED]

Inv. No. : [REDACTED]

Inv. Date: 24/01/2008

Amt. Due : 19.15

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		[REDACTED]	ENVELOPE DL NON-WINDOW PLAIN CREST	2	BOX250	8.1500	23/01/08	16.30	17.5	2.85

[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	16.30	2.85

Sales Order Total (VAT excl) 16.30

VAT Registration : GB 731 8604 39

Settlement : None  
Discount Terms :


INVOICE GOODS	16.30
INVOICE V.A.T.	2.85
<b>INVOICE TOTAL</b>	<b>19.15</b>




[REDACTED]

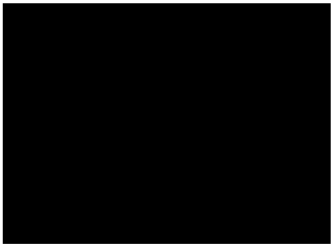

# ARON INVOICE

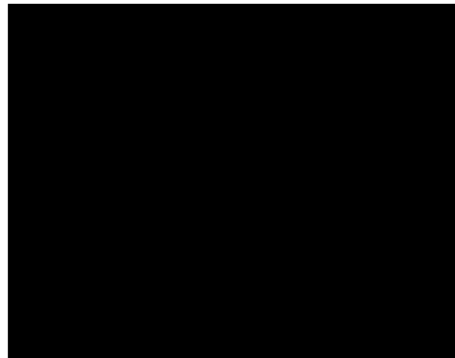


10 JAN 2008

Scottish Liberal Democrats 
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Invoice Number	
Date	31/12/2007
Order Number	
Account Ref.	

Details	Net Amount	VAT Rate	VAT
37,000 - 8pp A5 MP Reports 'Jo Swinson' - £ 1270 Delivery to Perth and NE Mailing (7 Deliveries) - £ 289.00    	1,559.00	0.00	0.00
<b>Total Net Amount</b>			1,559.00
<b>Total VAT Amount</b>			0.00
<b>Invoice Total</b>			1,559.00



15 FEB 2008

2



# Communications Allowance Member's reimbursement form

**Comms!**  
page 1 of 2

**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

JO SWINSON ✓

Constituency

EAST DUNBARTONSHIRE

Office use or  
Cost

### 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 28/01/08 to 29/01/08

Allowance year

07/08 ✓

Description of service or goods	Amount
<u>Stamps (MP Report)</u>	<u>£ 48 : 00 p</u>
<u>Stamps (Survey)</u>	<u>£ 76 : 00 p</u>
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p
_____	£ _____ : _____ p

Office use only ✓

Total

£ 144 : 00 p

### Authorisation and declaration

I claim reimbursement of these costs which I incurred wholly, exclusively and necessarily in the performance of my Parliamentary duties.

Signature

[Redacted Signature]

MP

Date

11/2/8

**Data protection**

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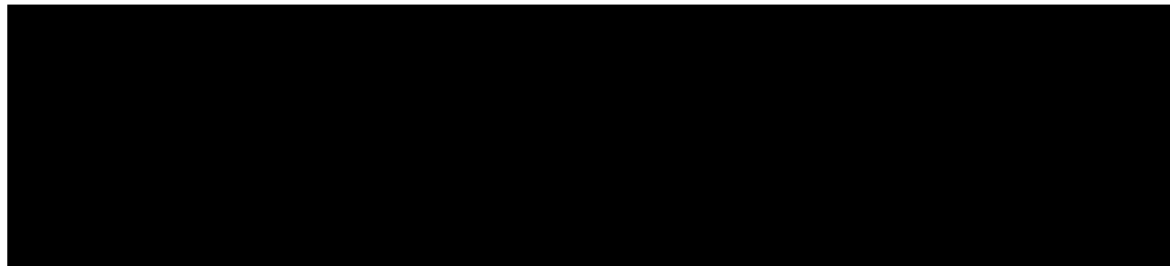
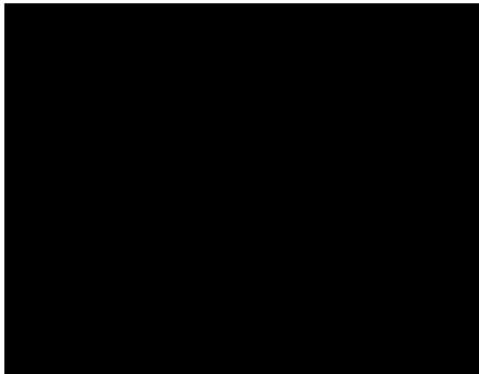
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**Send your completed form to**

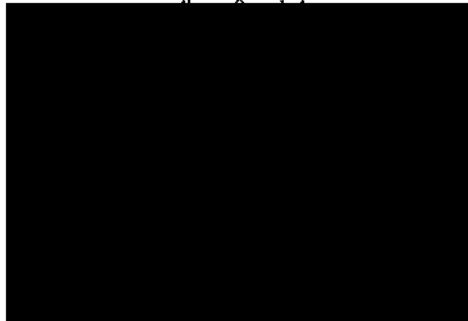
Validation Team, Operations Directorate,  
Department of Finance & Administration, House of Commons, London SW1A 0AA

Office use only					
	Initials / Date				
Validation completed	<table border="1"><tr><td style="width: 50px; height: 20px;"></td><td style="width: 50px; height: 20px;"></td></tr></table>				
	Input subtotals per Cat 5				
	<table border="1"><tr><td style="width: 20px; height: 20px; background-color: black;"></td><td style="width: 150px; height: 20px; text-align: center;">£</td></tr><tr><td style="width: 20px; height: 20px; background-color: black;"></td><td style="width: 150px; height: 20px; text-align: center;">£</td></tr></table>		£		£
	£				
	£				
<b>Comments</b>					



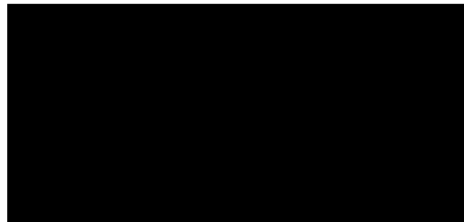


Post Office Ltd.

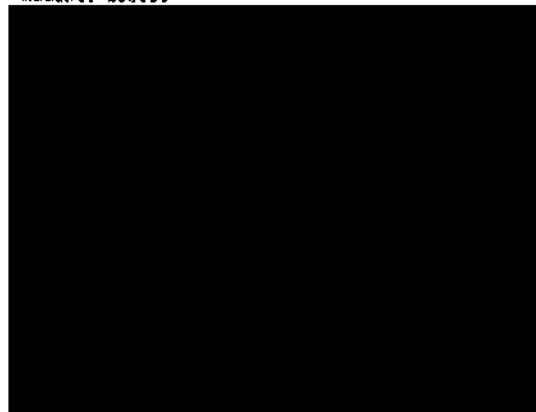


S/a 2ndx100			
4	£	24.00	96.00
TOTAL DUE TO POST OFFICE			96.00
Visa Debit	FROM CUSTOMER	96.00	
BALANCE		0.00	

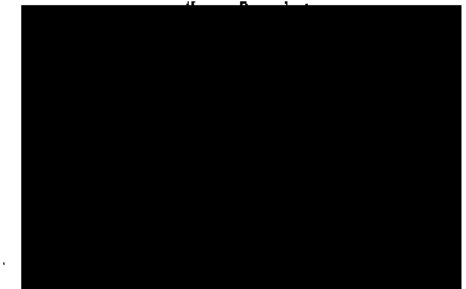
Payment Retail



Amount: £96.00

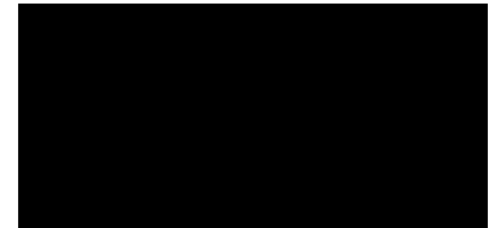


Post Office Ltd.

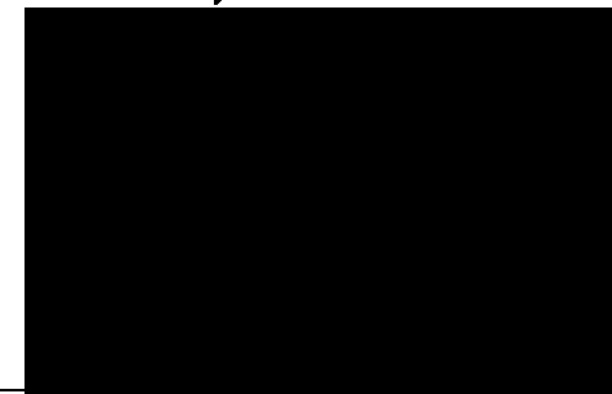


S/a 2ndx100			
2	£	24.00	48.00
TOTAL DUE TO POST OFFICE			48.00
Visa Debit	FROM CUSTOMER	48.00	
BALANCE		0.00	

Payment Retail



Amount: £48.00 ✓





# Communications Allowance Direct payment of suppliers

20 MAR 2008

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

JO SWINSON MP

Constituency

EAST DUNBARTONSHIRE

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 27/1/08 to 10/3/08

Allowance year

2007/08

Suppliers

Amount

ROYAL MAIL

£1234.25 p

£ : 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, in the performance of my Parliamentary duties.

Signature

[Redacted Signature]

MP

Date

18/3/08

**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

---

**Office use only**

Initials / Date

Validation  
completed

Comments

# INVOICE

Finance Service Centre - Bolton



Document  
Management  
Services

Invoice No. [REDACTED]  
Invoice Date 27.01.2008

Bill to No. [REDACTED]

Your Order No. [REDACTED]  
Sales Order/Contract No. [REDACTED]  
Sales Order Date 23.01.2008

Vat Reg ID: [REDACTED]

Page 1 of 1

Telephone Enquiries to [REDACTED]

For payment enquiries quote your Payer Acct No. as shown on the remittance advice

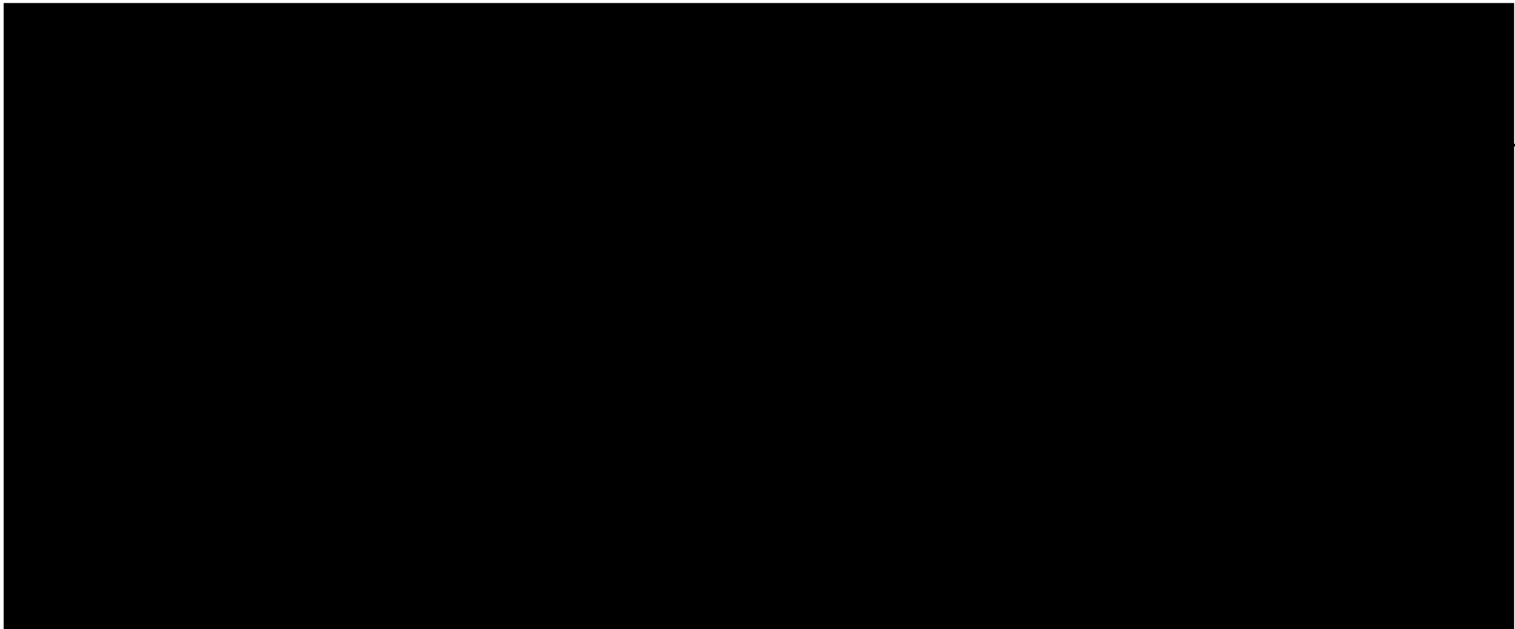
MP East Dunbartonshire Jo Swinto

Terms of payment Payment Due Within 28 Days  
Due for payment by 24.02.2008

Item Ref No.	Description Product	Quantity	Price	Price Unit	Value	VAT Code
[REDACTED]	Misc Charges (Including VAT) Print & Fu	1	489.38	EA	489.38	AS
[REDACTED]	Miscellaneous charges Print & Fulfilment	1	659.23	EA	659.23	A0

East Dunbartonshire Parliamentary Constituency - Newsletters Mailings - wc 14th january 2008

Code	VAT %	Total Sales	Total VAT	Total net	
[REDACTED]	0.00	659.23		VAT	1,148.61
[REDACTED]	17.50	489.38	85.64	VAT	85.64
				Final amount	1,234.25





Communications Allowance
Direct payment of suppliers

27 MAR 2008

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

JO SWINSON MP

Constituency

EAST DUNBARTONSHIRE

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

2007 / 2008

Table with columns: Suppliers, Amount. Row 1: ROYAL MAIL GROUP, £ 600.00 p

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

Authorisation and declaration

I declare that the costs stated are in respect of costs incurred wholly, performance of my Parliamentary duties.

Signature

[Redacted Signature]

MP

Date

26/3/8

**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**

# PRO-FORMA

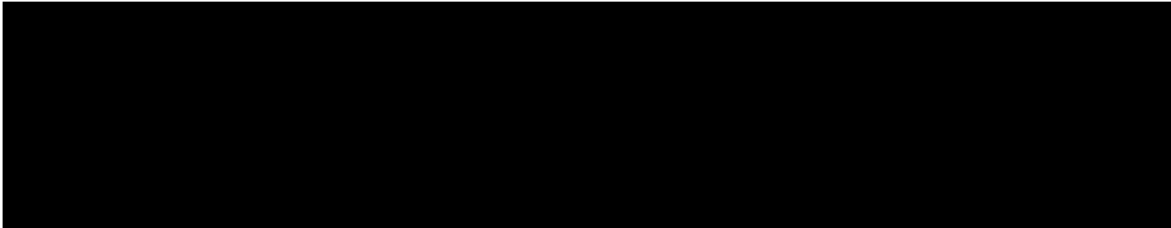


Invoice to:

Despatch to:

Miss Jo Swinson

Miss Jo Swinson



Customer Code:



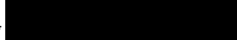
Invoice No.:



Invoice Date: 19/03/08

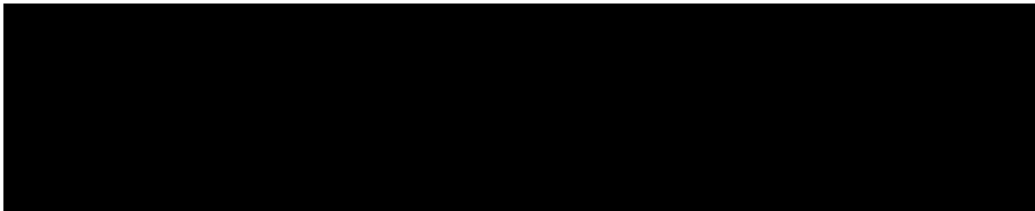
Your Reference:

Despatch No.:



Despatch Date: 19/03/08

Stock Code	Description	Quantity	Price	Discount	VAT	Total
	2C X 100 SELF ADHESIVE STAMPS	25	24.00	.00	.00	600.00
TOTALS		25		.00	.00	600.00



# PRO-FORMA



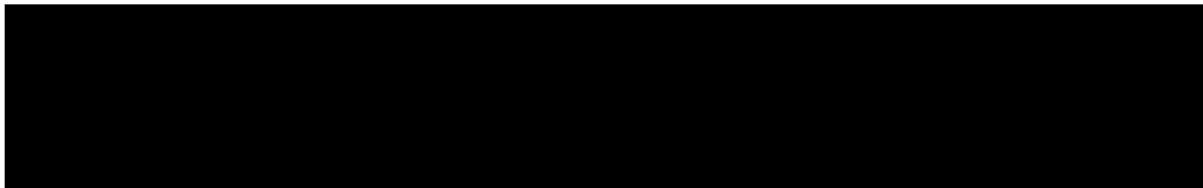
Invoice to:

Despatch to:

21 MAR 2008

Miss Jo Swinson

Miss Jo Swinson



Customer Code:



Invoice No.:



Invoice Date: 19/03/08

Your Reference:

Despatch No.:

Despatch Date: 19/03/08

Stock Code	Description	Quantity	Price	Discount	VAT	Total
	2C X 100 SELF ADHESIVE STAMPS	25	24.00	.00	.00	600.00
*** D U P L I C A T E ***						
*** Please return this invoice with your cheque payment ***						
***						
TOTALS		25		.00	.00	600.00





FINANCE & ADMINISTRATION HOUSE OF COMMONS

# Communications Allowance Direct payment of suppliers

23 APR 2008

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

JO SWINSON

Constituency

EAST DUNBARTONSHIRE

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 20/03/08 to 20/03/08

Allowance year

2007/2008

Suppliers

x2

Amount

BANNER

151 : 72  
£ 129.65 p

BANNER

£ 37.93

£ : 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 the performance of my Parliamentary duties.

Signature

[Redacted Signature]

MP

Date

22/4/2008

**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

17 APR 2008



\*\*\*\*\*  
 \* INVOICE NO. [REDACTED] \*  
 \* \*\*\*\*\*  
 Invoice To [REDACTED]

Charge To :

Banner Business Supplies Ltd

Jo Swinson MP

Jo Swinson MP ✓

[REDACTED]

Delivered To :

[REDACTED]

Page 1 Of 1 Date 11/04/2008

Jo Swinson MP

Acc.No [REDACTED] Order Date 20/03/2008

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: 11/04/2008 ✓

Amt. Due : 151.72 ✓

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	✓	[REDACTED]	PAPER - A4 GREEN CREST WITH ADDRESS	8	BOX250	7.6200	20/03/08	60.96	17.5	10.67
2		[REDACTED]	ENVELOPE DL WINDOW PLAIN CREST	8	EX250	8.5200	10/04/08	68.16	17.5	11.93

[REDACTED]

[REDACTED]

[REDACTED]

V.A.T. Summary

Sales Order Total (VAT excl) 129.12

Rate	Taxable Sum	V.A.T. Amount
17.50	129.12	22.60

VAT Registration : GB 731 8604 39

INVOICE GOODS	129.12
INVOICE V.A.T.	22.60
<b>INVOICE TOTAL</b>	<b>151.72</b>

Settlement : None  
 Discount Terms :

**Please return the slip**

from final page of invoice with your payment by

09/05/2008

# Invoice

17 APR 2008



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

Charge To :

Banner Business Supplies Ltd

Jo Swinson MP

Jo Swinson MP ✓

[REDACTED]

Delivered To :

[REDACTED]

Page 1 of 1 Date 11/04/2008

Jo Swinson MP

Acc.No [REDACTED] Order Date 20/03/2008

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: 11/04/2008 ✓

Amt. Due : 37.93 ✓

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	✓	[REDACTED]	PAPER - A4 GREEN CREST WITH ADDRESS	2	BOX250	7.6200	20/03/08	15.24	17.5	2.67
2		[REDACTED]	ENVELOPE DL WINDGW PLAIN CREST	2	BX250	8.5200	10/04/08	17.04	17.5	2.98

[REDACTED]

[REDACTED]

[REDACTED]

2008

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

V.A.T. Summary

Sales Order Total (VAT excl) 32.28

32.28

Rate	Taxable Sum	V.A.T. Amount
17.50	32.28	5.65

VAT Registration : GB 731 8604 39

INVOICE GOODS	32.28
INVOICE V.A.T.	5.65
<b>INVOICE TOTAL</b>	<b>37.93</b>

Settlement : None  
 Discount Terms :