



Communications Allowance
Direct payment of suppliers

VALIDATION
04 OCT 2007 **Comms2**
page 1 of 2
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 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

LYN BROWN

Constituency

WEST HAM

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, 09, 07 to 30, 09, 07

Allowance year

07, 08

Suppliers

Amount

Suppliers	Amount
<u>PHOTOGRAPHY</u>	<u>£ 381 : 00 p</u>
_____	£ _____ p
_____	£ _____ p
_____	£ _____ p
_____	£ _____ p
_____	£ _____ p
_____	£ _____ p
_____	£ _____ p
_____	£ _____ p

Office use only

Allow. / Supp ID / Exp.Type

Authoris

are in respect of costs incurred wholly,
performance of my Parliamentary duties.

MP

Date

01/10/2007

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

[REDACTED]
PHOTOGRAPHY

✓
Date: 20/09/07

Invoice Number: [REDACTED]

Reference: ✓

General publicity photography for use within the Constituency and Parliament.

Client:

Lyn Brown MP
[REDACTED]

PHOTOGRAPHY SHOOT DATE: 06/09/07

Photography	£200.00
Photographers Assistant	£ 30.00
Digital Processing	£ 80.00
Lighting Equipment	£ 48.50
Travel	£ 12.50
DVD of images	£ 10.00
Total	£381.00 ✓

[REDACTED]

[REDACTED]



Communications Allowance

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

LYN BROWN

Constituency

WEST 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 01 / 10 / 07 to 10 / 10 / 07

Allowance year

07 / 08

Suppliers

Amount

STUDIOS LIMITED

£ 75.00 p

(1/3 SHARE OF INVOICE IN CONJUNCTION WITH SARAH McARTHUR-FRY MP AND NIA GRIFFITH MP)

£ p

£ p

£ p

£ p

£ p

£ p

£ p

Office use only

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

Authorisation and declaration

I certify that the above is a correct and true account of costs incurred wholly, or in part, for the purpose of my Parliamentary duties.

MP

Date

16/10/07

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.

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 from [REDACTED] Studio Ltd.

VAT Registration Number [REDACTED]

Invoice Number [REDACTED] A

Reference (if applicable) (Job no) – House of Common's MP shoot

Date – Monday 10th September 2007

Shoot Date – Thursday 6th September 2007

Job – Portraits of Members of Parliament

[REDACTED] to; Lyn Brown [REDACTED]

Studio Rate - £155.00

Full day/Half Day – Half Day

Lighting and or other equipment – included in the price

Run down attached (yes/no) N/A

Drinks – £1.75

Catering – None

Overtime – 1 Hour @ £35.00 per hour

Colorama (metres used @ £11 per metre) – None

Other costs/charges – N/A

TOTAL £190.00

VAT £33.25

Total amount outstanding £225.00



Communications Allowance
Member's reimbursement form

10 DEC 2007

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

LYN BROWN

Constituency

WEST HAM

Office use only

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 01, 12, 07 to 06, 12, 07

Allowance year

07, 08

Description of service or goods

Amount

Description of service or goods	Amount
PRINTER TONER FOR PRODUCTION OF	£ 251 : 22 p
COMMS MATERIAL	£ : p
	£ : p
	£ : p
	£ : p
	£ : p
	£ : p

Office use only

Allow. / Exp. Type (cat5)

Total

£ 251 : 22 p

Signature and declaration

Signature

[Redacted Signature]

incurred wholly, exclusively and necessarily for my duties.

MP

Date

06/12/2007

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 SW1A 0AA

Office use only

Initials / Date

Input subtotals per Cat 5

Validation completed

--	--



£ 251.22

£

Comments

Invoice:

Station: 1

Account:

By: POS
Page 1

Bill To:

Lyn Brown MP

Ship To:

Lyn Brown MP

SKU	Description	Quantity	B'Ordr	Price	Discount	Total	T
C3100C	OKI C3100 CYAN TONER	1.00	0.00	61.27	0.00	61.27	Y
C3100Y	OKI C3100 YELLOW TONER	1.00	0.00	61.27	0.00	61.27	Y
C3100M	OKI C3100 MAGENTA TONER	1.00	0.00	61.27	0.00	61.27	Y
DELCHARGE	DELIVERY CHARGE	1.00	0.00	30.00	0.00	30.00	Y

DEBIT: 251.22 Card Processed

SubTotal: 213.81
VAT: 37.41
TOTAL: 251.22
Total Paid: 251.22
Change Due: 0.00



Communications Allowance
Direct payment of suppliers

07 FEB 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

LYN BROWN

Constituency

WEST HAM

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 01/01/08

to

31/01/08

Allowance year

07/08

Suppliers

Amount

BANNER

£ 2168.93 p

BANNER (CREDIT NOTE)

£ -929.54 p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

Office use only

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

Authorisation and declaration

Signature

requested are in respect of costs incurred wholly,
the performance of my Parliamentary duties.

MP

Date

31/01/2008

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.

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



 * INVOICE NO. [REDACTED] *

Invoice To :
 Lyn Brown MP

Charge To :
 Lyn Brown MP

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: 04/10/2007

Amt. Due : 2168.93

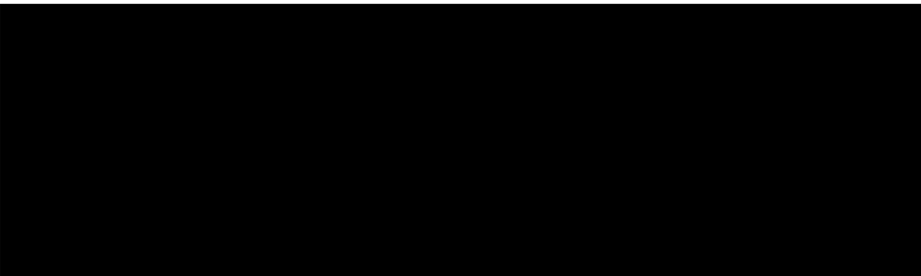
Page 1 Of 1 Date 04/10/2007
 Acc.No. [REDACTED] Order Date 02/10/2007
 Order [REDACTED]
 C.A.R. [REDACTED]

Delivered To : [REDACTED]
 Lyn Brown MP

Customer Services
 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 (exc VAT)	VAT Rate	Line VAT
1		9DSA	E27370 (BANNER CODE 3281206) PLUS FABRIC ENV 110x220 110g PL P&S PLUS FABRIC PRESTIGE ENVELOPE 110x220mm 110gsm PLAIN PEEL & SEAL EASY OPEN E27370	70	EACH	26.3700	03/10/07 03/10/07 03/10/07 03/10/07 03/10/07	1845.90	17.5	323.03

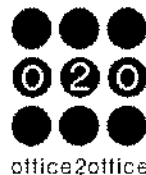


**Please
 return
 the slip**
 from final page
 of invoice with
 your payment
 by

V.A.T. Summary			Sales Order Total (VAT excl)	1845.90	
Rate	Taxable Sum	V.A.T. Amount		INVOICE GOODS	1845.90
17.50	1845.90	323.03	VAT Registration : [REDACTED]	INVOICE V.A.T.	323.03
			Settlement : None	INVOICE TOTAL	2168.93
			Discount Terms :		
			EEE Producer Registration No: [REDACTED]		

Credit Note

 * CREDIT NOTE *



office2office

Please see reverse
 for how to use this
 credit note

Credit To :
 Lyn Brown MP

Credit To :
 Lyn Brown MP

Banner Business Supplies Limited



Page 1 Of 1 Date 31/01/2008
 Acc.No. [redacted] Order Date 30/01/2008
 Order [redacted]
 C.A.R. [redacted]

Delivered To : [redacted]
 Lyn Brown MP

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

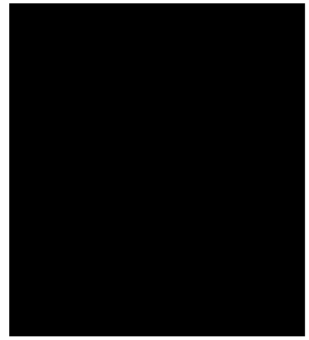
Sales Order No : [redacted]

Acc. No. : [redacted]
 Credit Note : [redacted]
 Credit Note Date: 31/01/2008
 Credit Due : -929.54

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		9DSA	E27370 (BANNER CODE 3281206) Quantity returned : 30 This credit refers to original order D3573474 and Invoice No 18320346	-30	EACH	26.3700	30/01/08 30/01/08 30/01/08 30/01/08	-791.10	17.50	-138.44



This credit can only be used as payment for invoices from:
 Banner Business Supplies Limited



V.A.T. Summary			Sales Order Total (VAT excl)	-791.10
Rate	Taxable Sum	V.A.T. Amount		
17.50	-791.10	-138.44	VAT Registration [redacted]	CREDIT GOODS -791.10 CREDIT V.A.T. -138.44 CREDIT TOTAL -929.54

Settlement : None
 Discount Terms :

