



**SENATORS AND MEMBERS**

**PRINTING AND COMMUNICATIONS CERTIFICATION**

Information about [Printing and Communications](http://www.maps.finance.gov.au/printing/printing_and_communications.html) is available at [www.maps.finance.gov.au/printing/printing\\_and\\_communications.html](http://www.maps.finance.gov.au/printing/printing_and_communications.html)

(Note: A separate certification is required for each invoice submitted.)

<b>Options for returning your completed form</b> Scan and Email to: <a href="mailto:MPSServicecentre@finance.gov.au">MPSServicecentre@finance.gov.au</a>	<b>Enquiries:</b> Ministerial and Parliamentary Services Email: <a href="mailto:mpshelp@finance.gov.au">mpshelp@finance.gov.au</a> Phone: (02) 6215 3542
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► **Printing, e-material and audio posters** (including translation, photography and design/artwork)

I have previously submitted a print ready copy of the item for vetting by Finance and certify that all printed material, excluding audio posters, was on paper or card weighing not more than 700 grams per square metre, or on flat magnetised material and there have been **no changes** to the document. Reference  ; **or**

A sample of the printed item, e-material, audio poster content and English transcript, photography, translation or commercially designed Facebook item is attached. (URLs should be provided for e-items such as videos). All printed material, excluding audio posters, was on paper or card weighing not more than 700 grams per square metre or on flat, magnetised material.

The design work specified in the attached invoice is to be incorporated in commercially printed or produced material, or posted online. Please specify (e.g. August Newsletter, 2013 calendar, etc; URL, if relevant)

The goods were received\* on:  /  /

\* 'Received' means the date on which the printed goods, e-material or audio posters were delivered to the Senator or Member or to a location nominated by the Senator or Member or the date of publication of an advertisement.

► **Communications** (including mail/leaflet distribution, emails, mobile phone or web applications, Facebook advertising and SMS services)

The communication and/or distribution was for parliamentary or electorate purposes and not for party business or commercial purposes.

► **Websites** (including domain name registration, hosting, maintenance, development, design)

The URL for the website is:

**Note:** Copies of, or links to, photographic or video services are to be provided.

► **I certify that** the details in the attached invoice/receipt from (supplier)

for the amount of \$  (GST inclusive) and dated  /  /  are correct and the

payment to the supplier; or

reimbursement to (name)

is a claimable work expense under the *Parliamentary Entitlements Regulations 1997* (the Regulations).

► **I acknowledge that** payment will only be made by the Commonwealth in accordance with Part 2 Division 1 of the Regulations and any amount in excess of, or inconsistent with, Part 2 Division 1 of the Regulations will be my personal responsibility.

► By signing this form, I acknowledge that:

- I understand that knowingly giving false or misleading information is a serious offence under the *Criminal Code Act 1995*.
- I have read and understood the Privacy Collection Notice (see below).

**Signature of Senator or Member**

	Date / /
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Name