

Allocation of costs for MSPs

Members Stationery and Postage Provision

Items charged to the Members Stationery and Postage Provision.
<p><u>All</u> postage costs including:</p> <ol style="list-style-type: none"> 1. All mail posted from the parliament complex 2. The pre-paid postage element of parliamentary headed envelopes 3. Bulk postage stamp orders 4. Freepost and Business Reply services 5. Same day courier items and overnight parcel services 6. Fulfilment service postage costs. 7. Postage costs for Christmas cards sent in an official parliamentary capacity.
Plain (Non pre-paid), C5 and C4, window/non-window, headed envelopes
Pre-paid, C5 and C4, window/non window, headed envelopes
All members' staff business cards
All costs for personalising office stationery to Members' requirements such as addresses, photographs, envelopes, compliment slips etc.
Printing, fulfilment and folding costs of the fulfilment mailing service
Printing of Newsletters / surveys / annual reports
Non-standard headed stationery – all products which are out with the specifications of a product as described on the web site
Charges for uplift of returned goods

Central Provision

Items charged to the Central Provision.
Parliamentary A4 Headed Paper (Letterheads)
SPCB staff business cards
Compliment slips
Notepads
All Members' parliamentary business cards
Continuation sheets
Presiding Officer's stationery – Letterheads
Non-standard paper
Scottish Parliament A4 Folders
Non-standard envelopes

If for any reason you are unsure of an item, please contact:

Kathy Pringle on 85139 or Lynn Robb on 85141