Use this form when:

* *You want to send an invoice to a Sponsor*
* *You want to send an invoice to a Customer*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| *Your Club Details* | | | | | | | |
| *Club Name:* |  | *Club Code:* |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| *Details of the Company that will be Invoiced* | | |
| *Name of Company (or Person)* |  | *Date:* |
| *Address:* |  | *Phone:* |
|  | *Mobile:* |
| *Attention to:* |  | *Fax:* |
| *Email:* |  | |

*\*Invoice to be (please circle) Mailed Faxed Emailed*

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| What the Company will be Invoiced for  Club Treasurer to complete | | | | | | | | | | | |
| *1 – GST*  *2 – No GST* |  | | | | | | | *Unit Price* | | *Amount* | |
| *Tax Code* | *Description* | *Income Code* | | | | | *Quantity* | *$* | *c* | *$* | *c* |
|  |  | *4-* |  |  |  |  |  |  |  |  |  |
|  |  | *4-* |  |  |  |  |  |  |  |  |  |
|  |  | *4-* |  |  |  |  |  |  |  |  |  |
|  |  | *4-* |  |  |  |  |  |  |  |  |  |
|  |  | *4-* |  |  |  |  |  |  |  |  |  |
|  |  | *4-* |  |  |  |  |  |  |  |  |  |
| ***Total*** | | | | | | | | | |  |  |

|  |
| --- |
| Mentor / Staff Approval |
| *Circle:* Mentor / Clubs Coordinator  Authorizing Signature:…………………………………. Name:…………………………………….. Phone:…………………… |

|  |
| --- |
| Finance Use Only |
| Invoice No:…………………………………… Invoice Date:……. / ……. /…….. Batch No:…………………………  Entered by:  Name:……………………………………………………… Date:……. / ……. /…….. |