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 forClub 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 CoordinatorAuthorizing Signature:…………………………………. Name:…………………………………….. Phone:…………………… |

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