

# Club Invoice Request Form



Use this form when:

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

**Please note, if you are sending an invoice to a sponsor:**

- Attach the MONSU Sponsorship Agreement
- Please sign off any new sponsorship agreements with MONSU's Club Coordinator.

Club Name:

Club Code: C

## Details of the Company

Please state the correct details of the company that will be invoiced.

Name of Company/Person:	Date:
Address:	Phone:
Attention to:	Mobile:
*Club Email:	Fax:

*(\*) Invoice will be sent back to the club. The club is then responsible for sending the invoice to the company.*

## What the Company will be invoice for

Club Treasurer to complete this section.

Description	Income Code	Qty	Unit Price (\$)	Amount (\$)
	4 -			
	4 -			
	4 -			
	4 -			
	4 -			
	4 -			
	4 -			
	4 -			
			<b>TOTAL:</b>	<b>\$</b>

**Please turn over to fill out your contact details.**

# Club Contact Details

## Person Responsible

Name of Person Submitting Form:

Club:

Date Submitted:

Contact Number:

Email Address:

# Issues with Form

## (Staff only)

Issues with Form Submitted:

Other Notes:

Club Contacted of Issue?

Contact Notes:

Checked by (Staff Only):

Date: