

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.

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.

Tax Code 1=GST 2=No GST	Description	Income Code	Qty	Unit Price (\$)	Amount (\$)
		4 -			
		4 -			
		4 -			
		4 -			
		4 -			
				TOTAL:	\$

Office Use Only

Invoice N ^o :	Invoice Date:	Batch N ^o :
Entered by:	Date:	

Checked by (Staff Only):

Date:

Notes: