

# ACLD Instructor Invoice

ACLD Copy – Instructors please fill out and submit for payment.

Date: \_\_\_\_\_

## Instructor Information:

Full Legal Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

GST # or Tax # if Applicable: \_\_\_\_\_

<u>Program Name</u>	<u>Dates of Instruction</u>	<u>Rate</u>	<u># Students</u>	<u>Total \$</u>
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\_\_\_\_\_  
Total Due: \$ \_\_\_\_\_

Preferred payment method:  Cheque or  Email Transfer

Circle your preferred payment method above. Email transfers will be sent to the email you provided above in the instructor information section.

Instructor Signature: \_\_\_\_\_

ACLD Approval: \_\_\_\_\_

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## Instructor Copy – Arts Council of Ladysmith & District Instructor Invoice

Please detach and retain for tax purposes.

Instructor Name: \_\_\_\_\_ Invoice Date: \_\_\_\_\_

Program Name: \_\_\_\_\_ # of Students: \_\_\_\_\_ Rate/Student: \_\_\_\_\_

Total Amount Invoiced to ACLD: \_\_\_\_\_ Date Paid: \_\_\_\_\_