**Welcome to Country Request Summary**

**this is not an invoice.**

|  |  |
| --- | --- |
| Client:  |  |
| Date of WTC and Time |  |
| Location/ Venue: |  |
| Fee (Inc. GST) |  |
| Contact Person: |  |
| Phone/ Email: |  |
| Any special request / Conditions |  |

**\*Times** – **Monday to Friday 9.30am – 2.00pm - \* Saturday and Sunday 10.30am – 2.00pm ONLY**

|  |
| --- |
| **Description** |
| **☐ Welcome to Country $700.00 (after 2pm there is an extra charge of $300.00)** |
| **☐ Dance Ceremony$700.00 per persons (3-4 dancers +3 singers = $3500.00)** |
| **☐ Smoking Ceremony $700.00 per persons** |
| **☐ Welcome to Country $800.00 +GST Weekends (after 2pm there is an extra charge of $300.00)** |

**OFFICE USE ONLY**

|  |  |  |  |
| --- | --- | --- | --- |
| Check list items: | Date: | Form of contact: | Comments |
| Written Request |  |  |  |
| Confirmation sent |  |  |  |
| Dance /WTC/Smoking |  |  |  |
| Invoice sent |  |  |  |
| Invoice Number |  |  |  |
| Payment Received  |  |  |  |
| Form of payment |  |  |  |
| Purchase Order Number |  |  |  |
| Cheque Number |  |  |  |
| Person Performing WTC |  |  |  |
| Copies of the following are sent to: |  |  |  |

\* Note when sending invoices/requests to our finance department to please include invoice number and events name