Request to Raise Invoice

Please complete all sections of this form and forward to Montanna for the invoice to be raised. Any supporting information would also be appreciated. Invoices will be emailed unless otherwise stated.

**Please raise invoice to:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name:** | . | | | |
|  |  | | | |
| **Address:** | . | | | |
|  |  | | | |
| **Telephone Number:** | . | | | |
|  |  | | | |
| **Email Address** (required): | . | | | |
|  |  | | | |
| **Reason for Invoice:**  (this will be shown on the invoice – keep in mind Synergy does not allow much room – please keep information to a minimum) | . | | | |
|  |  | | | |
| **Amount** | . | | | |
|  |  | | | |
| **GL Account** | . | | | |
|  |  | | | |
| **Does this include GST:** | **Yes** |  | **No** (gst free) |  |
|  |  | | | |
| **Any other comments?** | . | | | |
|  |  | | | |
| *Requested by:* | . | | | |