



INVOICE FOR SERVICES RENDERED TO A STUDENT(S)  
OF SUMMIT LEARNING CENTRE  
29715 Donatelli Avenue, Mission, BC V4S 1H6

DATE: \_\_\_\_\_

INVOICE NUMBER: \_\_\_\_\_

VENDOR NAME: \_\_\_\_\_

PAYEE NAME: (IF DIFFERENT FROM ABOVE) \_\_\_\_\_

VENDOR ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

VENDOR PHONE: \_\_\_\_\_

STUDENT NAME(S) \_\_\_\_\_

\_\_\_\_\_

TYPE OF SERVICE RENDERED \_\_\_\_\_

DATE OF SERVICES RENDERED \_\_\_\_\_

SUB TOTAL: \$ \_\_\_\_\_

HST: \$ \_\_\_\_\_

TOTAL: \$ \_\_\_\_\_

HST #: \_\_\_\_\_

SIGNATURE OF VENDOER: \_\_\_\_\_

\*\*Prior to submitting an invoice to Summit Learning Centre, be sure to phone Jan Burns to confirm that sufficient funds are in the family account. Programs such as music or dance lessons should be on a semi-annual basis, i.e. from September to January and/or from February to June. Funds should be confirmed prior to EACH invoice period. \*\*

**For payment to be processed, please do one of the following:**

Mail invoice to Summit Learning Centre.

Fax invoice to Summit Learning Centre at 604-820-9505 attention Jan Burns.

Email invoice to Jan Burns at [jan.burns@mpsd.ca](mailto:jan.burns@mpsd.ca)

Please allow 3 weeks processing time to receive payment.

Alternatively, if your business accepts Mastercard, you can call Jan Burns @ 604-820-3333 ext 116 for payment to be processed through Mastercard.