

# SAMPLE INVOICE

FIRST NATION

LOGO HERE

Date:

Personal Credits Invoice: ###

FROM: Name of First Nation

Street Address

City, Province, Postal Code:

Telephone:

Fax:

E-mail address:

BILLED TO: Personal Credits Administrator

Suite 3 – 505, 133 Weber Street North

Waterloo, ON N2J 3G9

Fax: 1-888-842-1332

E-mail: [IRSPersonalCredits@crawco.ca](mailto:IRSPersonalCredits@crawco.ca)

PAYEE INFORMATION	BUSINESS REGISTRATION NO.	PROJECT
xxx First Nation OR xxx First Nation Cultural Program	Insert Receiver General number	Personal Credits

PARTICIPANT NAME	CEP TRANSACTION ID	AMOUNT
TOTAL AMOUNT BILLED:		\$

For more information or clarification, contact (name) at (phone) or (e-mail).

## Send in your invoice in one of the following ways:

- By fax: 1-888-842-1332
- By e-mail: [IRSPersonalCredits@crawco.ca](mailto:IRSPersonalCredits@crawco.ca)
- By mail:  
Personal Credits Administrator, Suite 3- 505,  
133 Weber Street N, Waterloo, ON N2J 3G9

# PERSONAL CREDITS

## Tips for Group Educational Service Redemption Form

- Coordinate the budget with CEP recipients to ensure that expectations are clear.
- Develop a **comprehensive budget** based on a best case scenario of the number of expected participants that will be pooling their credits. (**See sample template.**)
- Collect the Redemption Forms as they come in and on a regular basis (maybe once a week) and submit the Forms along with the budget.
- Make sure the INVOICE correlates to the number of Forms attached to the budget. For example – if you have 10 forms and all are using the full \$3000, then the invoice is for \$30,000.

## Example of Invoice Schedule:

Date	Total Community Budget – 50 recipients	Number of Forms submitted	\$ Personal Credits Invoice amount	Balance of Credits to Redeem
July 11	\$150,000	15	\$45,000	\$105,000
July 18	\$150,000	10	\$30,000	\$75,000
July 25	\$150,000	5	\$15,000	\$60,000
Aug 1	\$150,000	10	\$30,000	\$30,000