

APTN Invoice Submission

1. Please send **all** invoices to the attention of the Programming Liaison, Winnipeg Office

Aboriginal Peoples Television Network
c/o Production Liaison Officer
Finance Department
339 Portage Avenue
Winnipeg, Manitoba
R3B 2C3

2. An invoice is required to initiate a payment or draw down;
3. Invoices should be individually numbered;
4. Deliverables should be received and approved by APTN prior to an invoice being submitted;
5. Separate invoices shall be provided to APTN for each payment term or drawdown; please do not include more than one drawdown per invoice. (no duplicates please)
6. Invoices should be dated on or about the same date that the deliverables are approved by APTN or on the date of the invoice being sent to APTN, whichever comes later;
7. The invoice should clearly state APTN's BV contract number, as shown on the right hand corner of the APTN contract;
8. The program title and season and name and address of payee should be clearly visible on the invoice; Invoices must be submitted in the same name as the production company on the APTN contract.
9. APTN shall pay GST if applicable to the Producer provided the Producer supplies a valid GST registration number included on the invoice; All invoices should reflect the Manitoba GST rate of **5%**; (PST is not payable on contract)
10. If there is an Assignment and Direction arrangement relating to the agreement, this must be clearly noted on the invoice;
11. If you would like your payment delivered by your courier or by EFT, this must be stated on each and every invoice with the appropriate information (courier name and account number, or completed EFT form). Otherwise, all payments will come by cheque in the mail.
12. The payment term relating to the first draw down, which states upon signature and completion of this letter agreement will become payable on receipt of the original duly executed contract;
13. Invoices that are not compliant with the above requirements will not be honoured. APTN will provide payee with notice of voided invoices so that a corrected invoice may be submitted.
14. Payment term for invoices is thirty (30) days from fulfillment of Payment Conditions including submission of invoice; do not submit invoices sooner than 30 days apart.
15. APTN reserves the right to void an invoice if the Producer fails to deliver all or any of the materials as set out in the Payment schedule.

APTN SAMPLE INVOICE

Name of Production Company
Address
Telephone/Fax
Email

Invoice #

date

Re: **"PROGRAM NAME and SEASON"**

BV Contract # _____ (located in upper right corner of contract)

To: Aboriginal Peoples Television Network
339 Portage Avenue
Winnipeg, MB R3B 2C3
Attn: Production Liaison,
Finance Department

Payment Term [please indicate which payment term(s) (Drawdowns) are being invoiced for]

[Please cut and paste exact payment term from your contract, describing what is being invoiced for at this time.]

*Deliverables provided to APTN (Winnipeg office/ _____ other) on _____ (date)

| | |
|---------------|----|
| Subtotal | \$ |
| GST 5% | \$ |
| TOTAL | \$ |

Payment assigned to: _____

(Please complete name of financier if there is an Hypothec or an Assignment and Direction in place for your production, or indicate name and address of payee as shown on your APTN contract)

Shipping instructions: Mail Cheque (yes/no)
 Courier Cheque (courier name and acct #)
 EFT Cheque (Bank info) _____