

INVOICE SUBMISSION

1. Invoices are to be sent to the attention of Programming Accountant:
 APTN
 Finance Department,
 339 Portage Avenue
 Winnipeg, MB
 R3B 2C3
2. An invoice is required to initiate a payment or draw down;
3. Invoices should be numbered;
4. Deliverables should be received and approved by APTN prior to or contiguous with an invoice being submitted;
5. The producer/production company shall provide APTN with a separate invoice for each payment term or draw down;
6. An invoice submitted for processing and subsequent payment must be an original hard copy, signed by the producer or their agent. A faxed copy, or a copy of an original invoice will be accepted to start the approval process, but a cheque will not be issued unless the invoice is the signed original;
7. Invoices should be dated on or about the same date that the deliverables are approved by APTN or on the date of invoice preparation, whichever comes later. Invoices noticeably backdated will be rejected;
8. The invoice should clearly state APTN's BV contract number, as shown on the right hand corner of the APTN contract;
9. The program title and season and the name and address of payee should be clearly visible on the invoice;
10. APTN shall pay GST (if applicable) to the Producer for remittance to the appropriate taxation authority, provided the Producer supplies a valid GST registration number included in the invoice;
11. PST is not payable on contract;
12. If there is an Assignment and Direction arrangement relating to the agreement, this must be clearly noted on the invoice;

13. 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;
14. Invoices that are not compliant with the above requirements will not be honored. APTN Management will provide producer/production company notice of rejected invoices so that a corrected invoice may be submitted;
15. Invoices submitted simultaneously will be dealt with as follows:
 - The first sequential invoice will be processed;
 - The remaining invoice(s) will be rejected;
 - And APTN Management will inform the producer/production company of this rejection and require a re-submission of the second invoice dated no earlier than 30 days of receipt of first;
16. Payment term for invoices is thirty (30) days from fulfillment of Payment Conditions including submission of invoice;
17. APTN reserves the right to withhold payment of an invoice if Producer fails to deliver all or any of the materials as set out in the Payment Schedule;
18. The Licence Fee will be paid according to the Payment Schedule contained in the agreement. The Producer acknowledges that payment of the Licence Fee shall be subject to Producer's submission of the deliverables as set out in Exhibit "A" of the agreement;
19. If the deliverables as set out in Exhibit "A" are not received, and the delivery and technical requirements are not complied with, and if Producer has not made other arrangements in writing with APTN, then APTN will reduce the Licence Fee accordingly, and/or exercise remedies pursuant to [termination/default section #].