



THIRD PARTY SERVICE PROVIDER INVOICE

HOW TO FILL OUT FORM:

1. Parent must discuss desired service with DL *Anchor* teacher.
2. Parent prints off form from *Anchor Academy* website or requests a form from DL teacher.
3. Parent fills out form with 3rd Party Service Provider.
4. Form is emailed, faxed or mailed to DL *Anchor* teacher for authorization.
5. DL *Anchor* teacher completes the form and submits to *Anchor Academy* office for payments.

PAYMENT SCHEDULE:

- Quarterly: Nov. 1, Feb. 1, April 1, July 1.
- *Anchor Academy's* bookkeeper requires 3rd Party Service Provider Form 30 days prior to quarterly payment date.
- If there is a concern about payment schedule please contact the office at 1-888-917-3783 to create alternate time table.

SERVICE PROVIDER:

Students Name: _____

Business Name: _____

Address: _____ City: _____ Prov. _____ Postal Code: _____

Business Phone: () _____ Fax: () _____

Email: _____ Cell phone: () _____

Type of service provided: _____

Date(s) of service: _____

Contact person (Print): _____

Cheque Payable to: _____

CALCULATION OF INVOICE:

Lessons: _____ at \$ _____ = \$ _____

Curriculum: _____ = \$ _____

_____ = \$ _____

_____ = \$ _____

Subtotal \$ _____

Shipping \$ _____

GST \$ _____

TOTAL \$ _____

ANCHOR ACADEMY TEACHER USE ONLY:

STUDENT'S NAME: _____

TEACHER'S NAME: _____ SIGNATURE: _____

SUBJECT/COURSE: _____ Service Provider meets PLO#(s) _____