

Sunshine Coast Regional District

Recreation Division

1975 Field Road, Sechelt, BC V0N 3A1

Phone: **604 885-6801**



Pre-Approval For Company/Organization Billing

SCRD Recreation Services can be billed to a third party. For each transaction, provide this completed form to the Front Desk at the time of transaction. An invoice will be sent to the 3rd Party indicated on this form.

The SCRD will not bill a third party without receiving this completed form.

Customer Information

Name of Customer:

Customer's parent/Guardian (if under 19 yrs of age):

Mailing Address:

Postal Code:

Phone Number:

E-mail Address:

Company Information *(Company to be billed for Recreation Services)*

Company Name:

Mailing Address:

Postal Code:

Phone Number:

E-Mail Address:

Company/Organization Representative (first and last name):

Best Ways to Contact the Company/Organization Representative:

I verify that _____ is affiliated with the _____.
(Name of the customer) *(Name of the above stated company/organization)*

I verify that _____, represent the _____
(Name of company representative) *(Name of company/organization)*

The SCRD Recreation Division may bill us for this customer's enrolments for: (see reverse of this page)



Company/Organization Authorization for Payment:

Summary or Recreation Services to be billed:

Enrollment in Activity		
Name of Activity:	Activity Number:	Fee:

We, the _____ (*name of company/organization*) acknowledge our financial responsibility for the full price of this customer's enrollments listed above and will keep our company account with the SCR D up to date by paying pay bills promptly.

Signature of company/Organization Representative

Date: _____
(day / month / year)

For Office Use Only



Payment set up: Last class date, bill last day of following month. ie) Last class Sept 8. Payment due Oct 31.