

GLaWAC
Request for Service / Request for Invoice Form



Please email completed form to Service.Requests@glawac.com.au

Business Name:		Today's date:	
Contact Name:		Phone:	
Customer Address:			
Email Address:			
Email Address for Invoice (If different from above)		Purchase Order / Ref No.:	
EVENT DETAILS Type of Service (prices are GST exclusive) Note: Price on application unless stated otherwise <input type="checkbox"/> Welcome to Country - \$500 <input type="checkbox"/> Cultural Education (School groups) <input type="checkbox"/> Smoking Ceremony - \$500 <input type="checkbox"/> Cultural Awareness Session (Corp) <input type="checkbox"/> On Country Tour			
Date & Time of Service:			
Location address of Service:			
No. of people expected to attend:			
Age groups of people attending: 0-18 <input type="checkbox"/> 19-40 <input type="checkbox"/> 41-60 <input type="checkbox"/> 60+ <input type="checkbox"/>			
Purpose / objectives of the event?			
(Please note it is anticipated you will make the presenter feel welcomed and can engage in the entirety of the event if he/she chooses to do so)			
Office use only			
Requested by:		Date of request:	
Presenter:		Date of service:	

Note: There will be a cancellation fee charged if a minimum notice of 24 hours has not been provided. This fee will be at the discretion of GLaWAC at the time of the cancellation. This can be discussed with the person who has booked the service.