

Town of Drayton Valley Library Board

APPENDICES – SECTION 5: Financial

Appendix:	5-B	Invoice Sample
Last Reviewed:	Nov 2020	



Address

xxx
xxx

INVOICE

#xx-xxx
Date

Re: Damaged / Lost Item

Details:	Ti: xxx Au: xxx List price: \$xxx Last Borrower: xxx Circulating Library: xxx Date: xxx	\$xxx
Notes:		
		\$xxx

Please remit payment **within 30 days**. Make all checks payable to:

Drayton Valley Municipal Library
P.O. Box 6240 Stn. Main
Drayton Valley, AB T7A 1R7

Contact: Doug Whistance-Smith, 780-514-2722 dwhistancesmith@draytonvalleylibrary.ca

Thank you!