

SUBMITTED BY: (CHECK ONE)

\_\_\_\_\_ EMAIL

\_\_\_\_\_ HARD COPY

## CHEQUE REQUEST

**NEWPORT ROAD PRODUCTIONS LTD.**

1950 FRANKLIN STREET, VANCOUVER, BC, V5L 1R2

PHONE: 604-257-4720

FAX: 604-257-4739

**\*\*INVOICE (INCLUDING GST#, IF APPLICABLE) MUST BE ATTACHED\*\***

**\*\*\*INSUFFICIENT INFORMATION WILL DELAY PROCESSING\*\*\***

DATE OF REQUEST: \_\_\_\_\_

AMOUNT REQUESTED: \_\_\_\_\_

NET AMOUNT: \$ \_\_\_\_\_

(Including PST)

CDN

US

GST: \$ \_\_\_\_\_

### VENDOR INFO:

CHEQUE PAYABLE TO: \_\_\_\_\_

ADDRESS, CONTACT NAME, PHONE #: \_\_\_\_\_

GST #: \_\_\_\_\_

### PURPOSE OF REQUEST:

DEPOSIT  RENTAL FROM: \_\_\_\_\_ TO: \_\_\_\_\_

PURCHASE DATE OF PICKUP FROM ACCOUNTING \_\_\_\_\_ or  MAIL

DESCRIPTION OF USAGE:

\_\_\_\_\_  
\_\_\_\_\_

REQUESTED BY: \_\_\_\_\_

DEP. APPROVAL: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

PROD. APPROVAL: \_\_\_\_\_

ACCOUNTING ONLY: acct. distr. \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

TRANS. # \_\_\_\_\_ \$ \_\_\_\_\_