

SUBMITTED BY: (CHECK ONE)

EMAIL

HARD COPY

## CHEQUE REQUEST

**TIME ROAD PRODUCTIONS VI 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. # \_\_\_\_\_      \_\_\_\_\_      \$ \_\_\_\_\_