



## READER'S REPORT AND INVOICE

Please fill out and return this form immediately after your reading(s); it will serve as your invoice to the Association of English-Language Publishers of Quebec (AELAQ) for reading fees and expenses. We will return a copy to you with our payment cheque. It is important that you keep it on file, especially for tax purposes.

Author (and payee name, if different): \_\_\_\_\_ Date submitted: \_\_\_\_\_

Address: \_\_\_\_\_

Contact/Host/Venue: \_\_\_\_\_

Date of Reading(s): \_\_\_\_\_ Number in audience: \_\_\_\_\_

**Using the *ranking scale* provided please evaluate the Host Organization in the following areas:**

	<u>Ranking Scale</u>	
Promotion of Reading _____	<b>0</b> Not Acceptable	<b>4</b> Very Good
Suitability of Venue _____	<b>1</b> Needs Improvement	<b>5</b> Excellent
Organizational Professionalism _____	<b>2</b> Satisfactory	<b>U</b> Unable to evaluate due to insufficient information (provide details below).
	<b>3</b> Good	

**Comments (response, prior preparation, venue, hospitality, promotion):**

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## INVOICE

**Reading Fee(s):** \$ \_\_\_\_\_ \$300 per full reading and \$150 per half reading

**Taxes, if applicable:**

GST or HST: \$ \_\_\_\_\_ GST/HST Registration # \_\_\_\_\_

(Based on province in which reading takes place: BC – 5% GST; ON, NL, NB – 13% HST; NS – 15% HST; All other provinces/territories – 5% GST)

QST on Fee if reading was in Quebec \$ \_\_\_\_\_ QST Registration # \_\_\_\_\_

**OR** indicate that you are not registered for GST/QST by signing here: \_\_\_\_\_

**Total Travel Expenses:** \$ \_\_\_\_\_

**Original, itemized receipts** must be submitted for all expenses, except car mileage rate (rate: 32¢ per km) for your own car. For a car rental, submit original rental and gas receipts.

FOR AELAQ ADMIN ONLY
Cheque total:
Approval:
Cheque #:
Date of issue:

**List expense details on back of page.**