



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 _____	0 Not Acceptable	4 Very Good
Suitability of Venue _____	1 Needs Improvement	5 Excellent
Organizational Professionalism _____	2 Satisfactory	U Unable to evaluate due to insufficient information (provide details below).
	3 Good	

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

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.

List expense details on back of page.

FOR AELAQ ADMIN ONLY

Cheque total:

Approval:

Cheque #:

Date of issue: