

Schools Spectacular

11am Schools' Matinee – Friday 22 November 2019

Ticket Order Form / Tax Invoice

This form is your ticket order form for Ticketek AND your tax invoice for SAP

Tax Invoice Form Completion Date: ____ / ____ / ____ **SAP Purchase Order Number** _____

If you are processing this invoice after 1 October 2019, please enter 1/10/2019 to ensure you get your tickets.

Ticketek ABN: 92 010 129 110

SCHOOLS' MATINEE ORDER FORM

PAYMENT MUST BE RECEIVED BY:

FRIDAY 1 NOVEMBER 2019

School/Organisation: _____

CONTACT: _____

TELEPHONE: _____

MOBILE: _____

ADDRESS: _____

_____ POSTCODE: _____

EMAIL: _____

SPECIAL ACCESS

We require access for people and support person[s] (maximum 3) accompanying due to:

Schools Spectacular Schools' Matinee

- Tickets are priced at \$26.00 (incl GST) per student with one accompanying teacher free for **every 15 paid tickets**
- Additional teachers / supervisors admitted at \$25.00

Payment:

Tickets can be paid with your **School PCard** (department preferred option) or through **SAP**

PCard:

1. Complete this order form and email it to TKT Groups at groupbookings@ticketek.com.au
2. TKT Groups will reserve your tickets until payment made
3. **TKT Groups will contact your school's contact person for payment by PCard over the phone.**
4. Contact TKT Groups 1300 364 001 if you have any questions.

SAP:

1. Complete this form process through SAP to get your Purchase Order Number: **Vendor Number 100 313 359**
2. Write the Purchase Order Number on the top of this form.
3. Email it to TKT Groups at groupbookings@ticketek.com.au
4. Email it to EDConnect Accounts Payable once approved, EDConnect.accountspayable@det.nsw.edu.au

- **PAYMENT CLOSING DATE: FRIDAY 1 NOVEMBER 2019**

(or until sold out)

- A service/delivery fee of \$9.95 per transaction applies.
- Orders are processed in order of receipt of payment.

Ticket order confirmation:

<input type="text"/>	Number of students @ \$26 each	\$ <input type="text"/>
<input type="text"/>	Number of extra teachers @ \$26 each	\$ <input type="text"/>
<input type="text"/>	Number of complimentary tickets (1 ticket per 15 paying students)	
<input type="text"/>	Total number of tickets	
	<i>service/delivery fee</i>	\$ 9.95
	Total amount payable	\$ <input type="text"/>

FOR BOX OFFICE USE ONLY