

Your Corporate letterhead

(or Corporate invoice template)

Date:

Bill to: Director of Development
Oakville Galleries
1306 Lakeshore Road East
Oakville, ON L6J 1L6

Re: *(Name of fundraising initiative or event)*

Quantity	Detail	Unit Cost	Subtotal
5	Cases of wine	\$240	\$1,200
12	Cookbooks	\$50	\$ 600
Total:			\$1,800
Less 100% discount:			- \$1,800
Balance Due:			\$ 0

Should you have further questions about tax receipts for in-kind donations or zero invoicing please contact Margo Hébert, Director of Development at margo@oakvillegalleries.com or at 905.844.4402 extension 22.