



Payable invoice - Paid in Full
on (30-03-2019)

INVOICE 90030875/2019 1st Moira R.G.U. Senior Section Unit

Number of volunteers to be paid for at this level:	1
Number of girl members to be paid for at this level:	15
Total members to be paid for at this level:	16
Girlguiding:	£15.50
Ulster Country/Region:	£18.00
South Antrim County:	£4.00
Moira District:	£0.50
Subscription to pay per head:	£38.00
Total amount due:	£608.00

Your 2019 payment is now due and needs to be sent to the Girlguiding Subscriptions Team at Trading Services.

Following the four week trial invoice period it is now not possible to amend your trial invoice. Official invoice payments must be received in full by **noon on Monday 1 April 2019**.

For information about the subscription process or queries regarding payment, please speak to your local Commissioner or visit www.girlguiding.org.uk/subs

How To Pay:

Please complete the next steps below:

- 1) Print your 'Annual Subscription 2019 Payment Slip' by clicking the [Download Invoice] button - this will provide you with a two-page PDF document, your Invoice (Page 1) and your Annual Subscription 2019 Payment Slip (Page 2).
- 2) Make sure your cheque is for the full amount on the official invoice and made payable to 'Girlguiding'.
- 3) Write 'Invoice Number 90030875/2019' on the back of the cheque.
- 4) Send your cheque and your Annual Subscription 2019 Payment Slip to the address details on the payment slip. Please remember to include your Country/Region name e.g. Girlguiding - Ulster Region in the address.

Important information:

- Please do not try to print this web page - the Annual Subscription 2019 Payment Slip (page 2 of your downloaded invoice) must be sent with your cheque.
- Please do not use staples, sellotape or paperclips to join your cheque to the payment slip. Cheques should be kept loose in the envelope.
- Remember that all cheques need to be signed by two account signatories.

Next steps:

When we receive your cheque the invoice payment status will show as 'Payment in progress'. This will show while the banking and clearing process is completed. You do not need to take any action if you see this status.

Once your invoice shows 'Paid in Full' print this as a receipt for your own accounting records.

If your invoice shows 'Problem with Payment' the level's main contact will receive an email detailing what the error is and how to correct the error. If this is not you, please speak to them for more information.



ANNUAL SUBSCRIPTION 2019 PAYMENT SLIP



9 0 0 3 0 8 7 5 / 2 0 1 9

Please send the whole of this page with your cheque

Country/Region: **Ulster Country/Region**
County: **South Antrim County**
Level Number: **90030875**
Level Name: **1st Moira R.G.U. Senior Section Unit**

Number of girls to be paid for at this level: **15**
Number of volunteers to be paid for at this level: **1**
Total members to be paid for at this level: 16
Total amount due: **£608.00**

Membership Number _____

Your Name (please print) _____

Date ____/____/____

Please check that your cheque has:

- The correct date
- **"Girlguiding" as the payee**
- The correct amount in both words and numbers
- **Post your cheque and the payment slip to**

Your Country/Region Name (from the top of this payment slip),
Subscriptions Team, Girlguiding,
Atlantic Street, Broadheath
ALTRINCHAM
Cheshire
WA14 5EQ

- Authorised signatures
- Invoice Number **90030875/2019** on the reverse

*No receipt will be issued, so please continue to check the Subscription tab of Go!.
Your payment receipt will be recorded on your invoice. When the payment status reads "Paid in Full",
you can print page 1 of the PDF for your accounting records.*