

DICC Membership Invoice and Payment Form



Discovery Islands Chamber of Commerce, PO Box 790 Quathiaski Cove, BC VOP 1N0

2020 Annual Dues

Invoice # 2020

Business Name: _____ **Business Owner:** _____

Contact Person: _____ **Contact Phone:** _____

Mailing Address: _____

Email Address: _____ **Date:** _____

2020 RENEWALS ARE DUE BY MARCH 31, 2020

Description	Amount	Total
Association 1 Year Membership (non-profit)	30.00	
Individual 1 Year Membership (non-business)	30.00	
Small Business 1 Year Membership (fewer than 5 employees)	50.00	
Large Business 1 Year Membership (5 or more employees)	100.00	
Brochure Racking		
Campbell River Ferry - Brochure Card Racking	40.00	
Cortes Ferry - Brochure and or Business Card Racking	40.00	
Heriot Bay Store- Brochure and or Business Card Racking	40.00	
QI Tourist Booth - Brochure and or Business Card Racking	Included with Membership	X
2020 Quadra Island Visitors Guide	on-line only in 2020	
TOTAL		

Method of Payment					
Cheque		Interac E-Transfer			

Please see instructions on the next page for submitting this form and your payment.



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Quadra Island Visitors Guide

Quadra Island Visitors Guide (Everything Quadra) is published in limited numbers in the spring of odd numbered years. Copies are given to tourist operators who are members of DICC to be left in guest rooms. Everything Quadra is not intended to be taken away by guests. Hard Copies of 2019 Visitors Guide are available to DICC members. Please contact Sarah Bradshaw at sarahbradshaw@royalpage.ca or call 250-285-3293.

Payment Instructions

Payment by Cheque

Please complete this form, then mail the completed form and your cheque to:
Discovery Islands Chamber of Commerce, PO Box 790, Quathiaski Cove, BC VOP 1N0

Payment by Interac E-Transfer

Payment by Interac E-transfer is a three step process.

1. **Complete the DICC Membership Invoice and Payment Form in full.**
Fill in all fields on the invoice form PDF file by typing using a computer. Invoice forms **must not** be filled out by hand and scanned. Invoice forms **must not** be modified using a PDF editor.
2. **Email the completed form then wait for the confirmation email and password.**
Email the completed *DICC Membership Invoice and Payment Form* PDF file to dichamberofcommerce@gmail.com using the same email address associated with your Interac E-Transfer in Step 3. Please wait for acknowledgement by email from dichamberofcommerce@gmail.com that your invoice form has been accepted for Interac E-transfer. This email will contain the unique password to be used in Step 3.
3. **Setup and submit an Interac E-transfer through your bank**
Using your online banking website, setup dichamberofcommerce@gmail.com as an Interac E-transfer recipient using the password supplied in Step 2. **Critical:** You must use the same email address that you used when submitting your *DICC Membership Invoice and Payment Form*. When prompted to provide a password for the transfer, you must use the unique password supplied to you in Step 2.

For Office Use only -	Date & Time	By
Completed Invoice received		
Acknowledgement email sent		
Interac payment email received		
Interac payment deposited		

For Billing Information; please contact Mark 250-285-3501 or dichamberofcommerce@gmail.com