

# Schools Spectacular

## 11am Schools' Matinee – Friday 25 November 2022

### 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 2022, please enter 1/10/2022 to ensure you get your tickets.

Ticketek ABN: 92 010 129 110

#### SCHOOLS' MATINEE ORDER FORM

MUST BE RECEIVED BY:

**MONDAY 24 OCTOBER 2022**

**School/Organisation:** \_\_\_\_\_

**Contact:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Mobile:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Postcode:** \_\_\_\_\_

**Email:** \_\_\_\_\_

#### SPECIAL ACCESS

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

WHEELCHAIR / OTHER:

\_\_\_\_\_

#### Payment:

- Tickets can be paid with your School PCard (department preferred option)/credit card or through SAP.
- Complete this form; this is needed for both Ticketek and EDConnect.
- Click on the following link to fill out the Ticketek group booking enquiry form and to upload this order form:

<https://premier.ticketek.com.au/shows/show.aspx?sh=SCHOOLSPGP>

- You must complete all mandatory fields online.
- Type SCHOOLS SPECTACULAR in the event name field to display the four performances and select the correct event. This will automatically populate the grey fields.
- In the DESCRIPTION field type "AS PER ATTACHED ORDER FORM"
- There is a guide online to assist you.
- Ticketek Groups will reserve your tickets until payment is made and call the contact on this form to discuss payment method

#### PCard/Credit card:

1. Ticketek Groups will call the contact person on this form for payment by PCard /Credit Card over the phone.
2. Contact Ticketek Groups 1300 364 001 if you have any questions.

#### SAP:

1. Complete the 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 EDConnect Accounts Payable once PO approved, [EDConnect.accounts payable@det.nsw.edu.au](mailto:EDConnect.accounts payable@det.nsw.edu.au)
4. **Note: Leave enough time for the 30-day payment prior to the event to ensure you receive your tickets in time**

- Orders are processed in order of receipt of payment.
- A service/delivery fee of \$9.95 per transaction applies.
- The Supplementary Booking Fee [SBF] is included in the ticket price

**Ticket order confirmation:** Tickets are priced at \$27.00 (incl GST) per student with one accompanying teacher free for **every 15 paid tickets**

Additional teachers / supervisors admitted at \$27.00

<input type="text"/>	Number of students @ \$27 each	\$	<input type="text"/>
<input type="text"/>	Number of extra teachers @ \$27 each	\$	<input type="text"/>
<input type="text"/>	Number of complimentary tickets (1 ticket per 15 paying students)		
	<i>service/delivery fee</i>	\$	9.95
<input type="text"/>	<b>Total number of tickets</b>	<b>Total amount payable</b>	\$ <input type="text"/>

FOR BOX OFFICE USE ONLY