

IPC Hospitality Chart

Host	Date	Purpose	# of Staff	# of Guest	Supplier	Cost
<i>IPC</i>	<i>30-Nov-17</i>	<i>Reaching Our to Ontario - Windsor</i>	<i>5</i>	<i>60</i>	<i>University of Windsor</i>	<i>\$ 406.80</i>

Invoice # FS 419707

FOOD/CATERING SERVICES
UNIVERSITY OF WINDSOR
WINDSOR ONTARIO CANADA
N9B 3P4

To: Office of the Information and Privacy
Commissioner
1400-2 BLOOR ST. EAST
TORONTO ON M4W 1A8

Date: December 01, 2017

Acc #: IPC 1.1351.FOOD

IPC EVENT 11/30/2017

TOTAL

	ROOM CHARGE		\$400.00
	CFL-PA SYSTEM		\$40.00
	DATA PROJECTOR		\$100.00
	DELIVERY/PICK-UP		\$25.00
	HANDHELD MIC SYSTEM/SHURE WIRELESS		\$20.00
	LAPEL MIC/PA FULL DAY		\$40.00
	LAPTOP RENTAL		\$100.00
	SCREEN - 70"		\$10.00
	STUDENT LABOUR		\$60.00
	EASEL (CATERING'S)		\$30.00
1	COFFEE 60 CUP LRG URN	\$110.00	\$110.00
50	JUICE - ASS'T 300 ML	\$2.00	\$100.00
2	TABLE CLOTH 120" RENT	\$5.00	\$10.00
1	TEA 60 CUP LRG URN/LEMON	\$110.00	\$110.00
10	WATER CARAFE	\$3.00	\$30.00

Total Food + HST = \$406.80

HST \$150.15

TOTAL: \$1,335.15

Less Deposit: \$0.00

Less Payment: \$0.00

BALANCE OWING: \$1,335.15

HST # R108162611

Please make cheque payable to the University of Windsor, enclose with remittance copy of invoice & mail to:

ACCOUNTS RECEIVABLE, UNIVERSITY OF WINDSOR, WINDSOR, ONTARIO N9B 3P4 CANADA

TERMS: NET PAYMENT UPON RECEIPT OF INVOICE

INTEREST ON OVERDUE ACCOUNTS WILL BE CHARGED AT 1% PER MONTH

TELEPHONE: (519) 253-3000 EXT. 3277

Catering to Banquets * Meetings* Wedding Receptions

Private Parties * Business Luncheons * Conference Groups 50-600