



Variety Manitoba's Invoicing Guidelines (revised Dec 2024)

Variety Manitoba requires the following details on an invoice:

- The business name
- The business number
- The business mailing address
- A reference or invoice number that is individual to each invoice
- Name of service provider (if applicable)
- Child's full name
- Duration of session (in hours)
- Rate per session (either per session or at which hourly rate ex. 30 mins, 45mins, etc.)
- Date(s) of services provided
- Whom the payment should be made too *for individual businesses only

To ensure we continue to provide direct services for children living in Manitoba, the following items are **not** payable by Variety Manitoba:

- Consultation fees or assessment fees
- Progress Reports; documentation will be provided to you and we ask if you can answer the questions provided. If families require a formal progress report for other reasons, it will be up to the family to pay for.
- Prep work/time
- Holiday pay, either statutory or not
- Vacation Pay
- Overtime Pay
- Variety approves applications at a certain rate per hour. We ask that rate changes don't come into effect until the families funding is up.
- Mileage will be paid at \$0.50/km based on shortest route (Google Maps). Start and stop locations must be noted. Reimbursement made upon agreement.

*Variety Manitoba is transitioning to automatic deposits, effective Jan 15th, 2025. Please ensure your business has submitted the authorization agreement for automatic deposit form, along with a VOID cheque.

Variety, the Children's Charity of Manitoba

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