



GUIDE TO GETTING PAID - SHAMBALA 2022

TO ENABLE PAYMENT, YOU WILL NEED:

1. To have budget assigned to you by whoever booked you
2. To submit a full and satisfactory invoice (see below)

NB: Payment will not be made if invoices are incomplete, and you will be asked to resubmit

REQUIRED INVOICE INFORMATION FOR ALL INVOICES:

- ✓ All invoices must be addressed to “**Kambe Events Ltd**, 34 Portland Square, Bristol BS2 8RG”
- ✓ Please date your invoice
- ✓ Your **full** details (name, address & email)
- ✓ An invoice reference number (and purchase order reference, if applicable)
- ✓ Please reference Shambala Festival and details of your provision to the event
- ✓ The amount you are invoicing for as well as the name on account, account number and sort code for bank transfer

If you are not a Registered Company, you must include:

- ✓ Your NI number, or a UTR
- ✓ A tax declaration **E.G. “I am working at Shambala in a self-employed freelance capacity and I am responsible for my own tax arrangements.”**

If you are a Registered Company:

- ✓ Your Companies House registration number
- ✓ VAT number (if applicable)

For international payments, we will need:

- ✓ Account holder name and address
- ✓ Bank name and address
- ✓ Currency for payment, e.g. euros
- ✓ IBAN (For example: GB23HBUK40111501612565)
- ✓ BIC (For example: HBUKGB4119K)



SUBMITTING YOUR INVOICE

All invoices should be emailed to: admin@kambe-events.co.uk (ideally as a pdf)

Invoices can be emailed to us at any time; we will be checking the inbox and processing electronic payments throughout the event.

Once your service contract has been fulfilled and we've received your invoice (see above for how to complete correctly), we will do our best to process your payment:

- within 48 hours during the event, or
- within 14 working days thereafter (excluding the week post-event)

All payments will be made online, directly into your bank account. Cash payments will not be available (but there are ATMs onsite).

Any changes to payments, extras, disputes, or discrepancies, will be handled post-event.

DEADLINE FOR INVOICE SUBMISSION

Please make every effort to send in your completed invoice as soon as possible; **Shambala's final invoice submission deadline is 30th November 2022.**

We make every effort to pay invoices promptly post-event, but please do be patient as we have a lot!

We process emails chronologically. Please note, if you email again on the same email thread to chase payment, your invoice will move to the back of the queue.

Thank you for everything! Team Shambala. X