



Bag 8000, 187 East Victoria St, Vanderhoof, BC, V0J 3A0 Phone: 250-567-4413  
[www.ebus.ca](http://www.ebus.ca)

## EBUS ACADEMY VENDOR APPLICATION FORM

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| <b>Vendor Name (name payment should be made to):</b>   |  |
| <b>DBA (Doing Business As):</b>  |  |
| <b>Address:</b>  |  |
| <b>GST Number (if applicable):</b>   |  |
| <b>Telephone Number (including area code):</b>   |  |
| <b>Fax Number:</b>   |  |
| <b>Email Address:</b>  |  |
| <b>Web Address:</b>  |  |
| <b>Contact Person:</b>   |  |
| <b>Description of services you provide:</b>  |  |
| <b>EBUS Academy pays vendors by cheque or direct deposit. Which of these methods of payment do you prefer?</b> |  |
| <b>Lessons Providers Qualifications (please detail):</b>   |  |

Payment within 30 days of receipt of approved invoices.

The information provided on this form will be used to process payments of approved invoices.

Please ensure that the "Vendor Name" listed above is the name you wish your payment to be made out to.

Vendors may invoice 2 months in advance and may confirm funds are available by calling 1-800-567-1236 Ext 2247 before submitting invoice. Please note that EBUS Academy will only issue payment if the student has sufficient funds available.

Completed application forms must be emailed to [ebusinvoices@sd91.bc.ca](mailto:ebusinvoices@sd91.bc.ca)

EBUS Academy is a Distance Education Public School and part of School District No. 91 (Nechako Lakes).