



# HBA Invoice Request & Sponsorship Agreement Form

HBA Component (Chapter, Region, AG, etc): \_\_\_\_\_

## Company and primary contact information

Company name\*: \_\_\_\_\_

Primary contact name\*: \_\_\_\_\_ Title: \_\_\_\_\_

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

City\*: \_\_\_\_\_ State/province\*: \_\_\_\_\_

Zip/postal code\*: \_\_\_\_\_ Country\*: \_\_\_\_\_

Direct phone: \_\_\_\_\_ Direct fax: \_\_\_\_\_

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

Invoicing requirements (PO, cost center, etc)\* or n/a: \_\_\_\_\_

*\*Denotes required field*

## Billing contact information (only required if differs from primary contact)

Billing contact name\*: \_\_\_\_\_ Title: \_\_\_\_\_

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

City\*: \_\_\_\_\_ State/province\*: \_\_\_\_\_

Zip/postal code\*: \_\_\_\_\_ Country\*: \_\_\_\_\_

Direct phone: \_\_\_\_\_ Direct fax: \_\_\_\_\_

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

Invoicing requirements (PO, cost center, etc)\* or n/a: \_\_\_\_\_

## Reason for invoice / description

**Invoice total\*:** \_\_\_\_\_

*\*In-kind donations will not have an invoice total. Please list N/A*

*For event sponsorship agreements, please complete page 2*

### HBA US office

373 Route 46 West Bldg E, Suite 215 Fairfield, NJ 07004  
Phone: +1 (973) 575-0606 Fax: +1 (703)-852-4414 Email: [info@hbanet.org](mailto:info@hbanet.org)

### HBA Europe office

Boulevard du Souverain 280, 2nd Floor, 1160 Brussels, Belgium  
Phone: + 32 (0)2 320 25 36 Email: [HBAEurope@hbanet.org](mailto:HBAEurope@hbanet.org)





# HBA Invoice Request & Sponsorship Agreement Form

## Summary of event sponsorship:

Event name: \_\_\_\_\_

Event location: \_\_\_\_\_ Date: \_\_\_\_\_

## Type of sponsorship:

☐ **Cash sponsorship**

Sponsorship amount and/or package: \_\_\_\_\_

☐ **In-kind sponsorship:**

As a 501(c)(6) not for profit organization under the IRS federal tax code, HBA must record the fair market value of "in-kind" donations received where no cash is exchanged for products, goods and services. In-kind donations are deductible as business expenses for federal income tax purposes but not as charitable donations. HBA Federal Identification: # 13-3579800

In accordance with IRS regulations, it is the responsibility of the sponsor to report the actual value or establish the fair market value of in-kind donations (i.e. venue, food/beverage, etc):

Description of in-kind sponsorship item(s)	Actual or fair market value
<b>Total:</b>	

**Sponsor signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*By signing this form, you certify that you have the authority to do so on behalf of your company.*

**Regional treasurer signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Terms:**

Payment is due in net 30 days upon HBA receiving the signed agreement / issue of invoice, and is preferred via ACH or bank transfer. Payment or PO number is required prior to fulfillment of purchase or sponsorship benefits. For event sponsorships, all payment will be required to be received no later than 30 days prior to the start of the event. Should payments not be received prior to the event, HBA reserves the right to cancel the sponsorship. All sponsorships are considered final and are non-refundable. The HBA reserves the right to change/modify all sponsorships.

Please send all completed forms to [HBAchptrinvoices@hbanet.org](mailto:HBAchptrinvoices@hbanet.org) for processing.

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