



MAYNARDVILLE THEATRE NPC INVOICE PROCEDURE

Please follow the guidelines on this page to ensure that our office can make swift and efficient payment to you.

Please ensure that your invoice includes the following details:

1. Make out all invoices to **MAYNARDVILLE THEATRE NPC**.
2. Our physical address is **10 FRANCIS STREET, ZONNEBLOEM, DISTRICT SIX, CAPE TOWN, 7925**.
3. Note our **company registration** number **2023/722430/08**, on your invoice.
4. Add our **VAT registration** number: **4200317545**
5. If you are invoicing as an individual, please note your **NAME AND SURNAME**.
6. If you are invoicing on behalf of a company, please note the **FULL COMPANY NAME and REGISTRATION NUMBER**.
7. Please add your **ADDRESS** to the invoice.
8. Please give your invoice a **unique NUMBER** for your and our reference.
9. Include the **NAME OF THE PROJECT** that you were working on, as well as...
10. Your **ROLE/POSITION** on the project.
11. Where possible, please include a **DESCRIPTIVE LINE ITEM** for each good/service rendered.
12. Ensure that you note the **correct AMOUNT DUE TO YOU**, inclusive of VAT, if VAT Registered.
13. Make sure that your **FULL BANKING DETAILS** appear on the invoice.
14. Please send all invoices to accounts@maynardville.co.za to process payment.

Thank you for working with us. We look forward to the next time!

CONTACT DETAILS

Finance Contact Person: Wessel Odendaal | accounts@maynardville.co.za

Maynardville Production Office Email: Alyssa van der Schyff | info@maynardville.co.za

Office Number: +27 (0) 68 217 8141

PRODUCTION ACCOUNTANTS

Accounting Firm: Dreyer Financial Services

Accountant: Marina Korkie (Senior Partner)

PAYMENT PROCESSES

for Production Suppliers

All payments will be made within 30 days of receipt of Invoice.

Please note that no Invoices will be honoured that have not been quoted for and agreed to in writing in advance of services rendered or goods supplied. Please contact the Production Office for official quotations to be signed off prior to services being rendered or goods supplied. Please send all Invoices and POPs to:
accounts@maynardville.co.za (Att: Wessel Odendaal)

Maynardville Theatre NPC | Registration Number 2023/722430/08
Postal Address: Office 10, Fairweather Complex, 31 Francis Street, Zonnebloem,
District Six, Cape Town, South Africa, 7925
maynardville.co.za | office@maynardville.co.za