

| Invoicing with Boomerang |

Host Invoicing Policy

October 2021

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Workshop Type & Payment

Below are the host payment models for each type of experience.

New Workshop Free

- \$50 standard flat rate
(if more than 50 register)

Standalone Workshop Premium

- 70% of ticket revenue goes to the host
- 30% goes to Boomerang

Community Experiences Free

- \$80 standard flat rate per workshop
(must be approved by Boomerang to host these)

Open Series Premium

- 70% of ticket revenue for each experience goes to the host
- 30% goes to Boomerang

Invoicing Terms

- 1. Boomerang hosts are to submit an invoice once per month, and will receive payment once per month.**
- 2. Submit your monthly invoice by the 7th of each month.** For example, your invoice for June will include any workshops hosted from June 1st – 30th and will be due by July 7th
- 3. Invoices will be paid out by the 14th of each month.** For example, your invoice for June will be paid out by July 14th
- 4. Invoices are to be emailed to contact@goboomerang.com**
- 5. Feel free to invoice anytime after your last workshop of the month. You will receive payment anytime between your invoice submission and the 14th of the following month.**
For example, if your last workshop is on June 15th, feel free to invoice on June 16th and it will be paid out by July 14th
- 6. Invoices submitted late (after the 7th) will be paid out the following month.**
For example, if you send your invoice for June after July 7th - you will be paid by August 14th

Payment Method

Boomerang's invoicing policy currently only supports one payment method option.

Payment Method:

1. Boomerang hosts must create a personal account with PayPal to receive payment. PayPal will charge you a 2.9% transaction fee and 30 cent service fee for each invoice payment received. If you choose to transfer funds out of your PayPal account, 1.00% of the amount transferred will be charged. Send the invoice to contact@goboomerang.com

Note * As of June 1st, 2021 Boomerang will no longer be processing invoices via RBC Accounts Payable or any other invoicing platform besides PayPal.

Invoicing Via PayPal

1. To create an invoice, log-in to your PayPal personal account.
2. At the top of your home dashboard menu, click the “More” icon and select “Create an invoice”
3. Click “Edit” beside “My Business Information” and add your Name, Business Name, Address & Phone Number
 - a. If you are eligible and looking to charge for applicable taxes you will need to include your HST #. If applicable please include your HST # under the “BN” section
 - b. If you are charging HST is it required you include your HST number**
4. Under Bill To - click “Add New Customer”
 - a. Input “contact@goboomerang.com” into “Email Address of Recipient”
 - b. Input “Boomerang, RBC Ventures” to “Business Name” and “Scott Alton” to Name
 - c. Add the below address to “Billing Address”
 - 20 Bay St. 17th Floor, Toronto ON., M5J 2N8
5. Under “Customize” ensure currency is in \$CAD
6. Under “Item name” input “*Workshop Title: Ticket Commission + date of workshop*”
 - a. Enter details in “Description”: “70% of ticket sales at ticket price - # of tickets sold”
 - b. Enter the number of tickets sold under the quantity column
 - c. Enter 70% of ticket price under the price column
6. For any free workshops (new offerings) under “Item name” enter “*Workshop Title: New Workshop + date of workshop*”
 - a. Enter details in “Description”: “New Workshop (free for members) - \$50 flat rate”
 - b. Enter 1 under the quantity column and \$50 under the price column
7. Double check that all the details you have inputted are correct.
8. Click “Send” the invoice and it will be immediately sent

Paypal Tips & Tricks

- Paypal creates an organized & clear invoicing layout - no formatting needed!
- If you have an HST # and collect HST, Paypal will automatically calculate this for you (see tax drop down). If you're unsure if you should be collecting tax, visit the [Canada Revenue Agency GST/HST guide](#) and/or speak to a professional tax advisor.
- Keep your own records by printing or downloading a .pdf PayPal invoice (top right)
- Add pay period to "Terms & Conditions" for easy reference
- Add personal notes to yourself (only you can see) to the Memos section (bottom left)
- Add your Business logo to the top left corner of any invoice
- Feel free to draft invoices prior to your invoice due date using the drafts feature
- Review your invoices using the "Preview" feature within PayPal
- Use the PayPal dashboard to manage your invoices - keep track of what invoices are paid and unpaid using the designated tabs
- Use the "Remind" button to send follow up on any outstanding invoices
- Keep your own records by printing or downloading a .pdf PayPal invoice (top right)
- Manage and track all activity via PayPal by clicking on "Activity" and "Statements"
- Learn more about PayPal's fees [here](#)

| Questions |

Please check out our Host Invoicing FAQ page [here](#).

For detailed instructions on how-to create an invoice with PayPal click [here](#).

To view an example of a Boomerang invoice click [here](#).

If you have any additional questions please reach out to your

Boomerang Coordinator

Wellness - meredith@goboomerang.com

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Creative - alexandra@goboomerang.com