

Updated on 3 December 2018

## Payment Policies

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In general, Aporia pays Canadian and US-based suppliers by cheque within 30 days of receipt.

Canadian suppliers wishing to receive payment by other means must make prior arrangements with us. Foreign-based suppliers requiring wire or EFT transfers must fully complete and return an International Supplier Form (attached) before payment can be made.

Your invoice must be billed to the correct legal entity that contracted you, or it will be rejected – this will be either **AIROPA Creative Works**, or **Aporia Records Inc.**

### Invoices

Please ensure that invoices remitted to Aporia contain the following information:

- A unique identification/reference number;
- Your business name, address and contact information;  
**Note:** you must indicate if cheques are to be made payable to a different name.
- A clear description of what you are charging for, including any session date(s), song title(s), the artist name(s) and release title(s), if applicable;
- The date the goods or service were provided (supply date);
- The date of the invoice;
- The amount(s) being charged;
- GST/HST amount if applicable, along with your GST number;
- The total amount owed.

Incorrect invoices will be returned for correction, resulting in possible delay of payment.
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### Accounts Payable

Please remit invoices to:

Accounts Payable  
Aporia Records Inc.  
714 Gerrard Street East  
Toronto, Ontario M4M 1Y3

Invoices can also be emailed to:

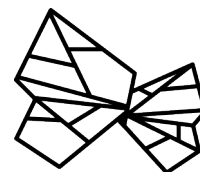
Silvia Fonseca <accounts@aporia-records.com>

**Please put the word “invoice” in the email subject, along with the invoice reference number.**

Invoices that are not sent to accounting, or are missing information could result in a delay in payment.
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Questions or concerns regarding payment should be directed to:

Silvia Fonseca <accounts@aporia-records.com>  
Tel: 416-944-8034 ext. 114



# International Supplier Form

## Supplier's information:

Supplier's Name:	
Email:	
Address:	
City:	State/Province:
Country:	Postal Code:

## Banking information:

Bank Name:	
Account Holder:	
Account Number: <i>(Required unless you have an IBAN)</i>	
IBAN: <i>(Required for all European bank accounts)</i>	
Branch Number: <i>(ABA Routing Number, Sort Code, BACS, CHAPS, Transit Number, BSB, etc.)</i>	
SWIFT/BIC Code: <i>(Required for all Euro currency transfers)</i>	
Account Type: <i>(Savings / Chequing)</i>	
Bank Address:	
City:	State/Province:
Country:	Postal Code:

## IMPORTANT:

A \$30.00 USD (or foreign currency equivalent) service fee will apply to re-send funds via Wire if the original Wire Transfer, and USD \$15.00 via EFT if the payment is returned due to any of the following reasons:

- Invalid account or IBAN number
- Invalid beneficiary (account holder's) name
- Bank address and bank code do not match
- Bank account closed
- Beneficiary refuses payment