



CIRQUE DU SOLEIL SUPPLIER'S INVOICE REQUIREMENTS

Supplier's must provide the minimum information below when billing Cirque du Soleil.

To avoid any delay in processing your invoice, make sure that the following information is included on the invoice:

1. **Bill to / Charge to** – Name of **Cirque du Soleil legal entity** purchasing the goods/services, as per instructions on purchase order or received by Cirque's buyer;
2. Cirque's reference number - **Purchase order #** or **complete name of person** who place the order at supplier when there is no referenced PO;
3. Invoice **number**;
4. Invoice **date**;
5. Invoice **currency**;
6. Detail on goods or services billed:
 - Description and product code;
 - Order ID, if applicable;
 - Quantity, price/rate and extension;
7. **Delivery** and other applicable costs, previously agreed to;
8. **Total** amount billed **excluding** taxes;
9. Applicable **tax rates, tax amounts, base** of calculation;
10. **Total** amount to pay **including** all applicable taxes.

In addition, make sure to forward your invoice to the "**Send invoice to**" address provided on the purchase order. If the order is not supported by a PO, please confirm this address with the buyer.

If you have a preferred **billing language** between French and English, it could also be provided on your invoice.

Your cooperation in this matter will help ensure that payments will be processed efficiently in respect of the contractual terms.

Thank you.