**Period 21 July 2022 to 20 July 2023**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ITEM** | **DESCRIPTION** | **Qty.** | **RATE** | **AMOUNT** |
| **Which club?** |  |  |
| **PSQ Affiliation** **Fixed Fee**  | Fixed Fee (Mandatory) | 1 | 25.00 | **$ 25.00** |
| **PSQ Affiliation** **per Member Fee** | Per Member (Mandatory) |  | 2.50 | **$ 0.00** |
| **Public Liability Insurance Premium** | Per Member (Optional but recommended)  |  | 3.00 | **$ 0.00** |
| **Check all** | **TOTAL:**  |  |  | **$ 25.00** |

For MS word Users: Place your members numbers today in the quantity column in row 2 and 3 only.

For Ms word Then update the table, highlight the complete table use Control A and then F 9 to re calculate the total.

For Mac user Then update the table, highlight the complete table use Command A and right mouse to Update field

Alternatives calculate manually.

**Electronic Funds Transfer:** Photographic Society of Qld Inc. WESTPAC: BSB: 034-630 Acct # 237681 or go to any Westpac and credit the above account. No form required for deposit. It is very important that you state your club’s name in the description to account otherwise I will not know your entry on my bank account. Your emailed file should include the club’s name in the file name

\* PSQ’s Public Liability Insurance cover is dependent on Affiliates including the Public Liability Levy (per member) with the annual PSQ Affiliation Fees. The “Certificate of Currency” will be emailed to you when available and on receipt of insurance payment.

**PSQ AFFILIATE DATABASE:**

 Please completed so club details can be updated on the PSQ website and Club Register. Also, after your agm

|  |  |  |  |
| --- | --- | --- | --- |
| **Position** | **Name** | **Phone** | **Email** |
| **PRESIDENT** |  |  |  |
| **SECRETARY** |  |  |  |
| **TREASURER** |  |  |  |
| **PSQ LIAISON \*** |  |  |  |
| **CLUB EMAIL ADDRESS** |  |
| **Club Meeting Time & Date** |  |
| **Club Where do you Meet** |  |
| **Postal Address** |  |
| **Date** |  | **Type Name or Signature** |
| **Web Page** |  |
| **Facebook Address** |  |

\*A PSQ Liaison is mandatory and is to be someone other than President or Secretary. This is to ensure clubs get all information about changes and events.

**Payment and Completed Forms are required by 03 July 2022.**

 **and email to** **insurance@psq.org.au**

**Thank You.**

**Contact John Staib** **Treasurer@psq.org.au** **Phone 0439 139 767 or 07 5541 4912**