HBA Invoice Request Form

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To request an invoice be prepared by the HBA Central finance team, please complete page one of the HBA Invoice Request and Sponsorship Agreement Form with all the necessary information. Reasons for invoices can vary but are most often related to event sponsorship, bulk HBA membership purchases, bulk registration purchases, etc.

Invoice Request and Sponsorship Agreement.pdf

Completed forms should be sent here, and HBA Central will generate and send the invoice for payment. **Please note that all invoices must be paid in full before services can be rendered.**

A note on bulk purchases:

HBA is happy to facilitate bulk purchasing for companies with the following stipulations:

Bulk membership purchases: minimum 10 memberships. Once the invoice is paid, the purchaser will be provided a code to share with the individuals using the memberships. The individuals will have to create an HBA account and use the code during the membership purchase process to check out at no cost.

Bulk registration purchases:

- *For current HBA corporate partners:* minimum 10 registrations, charged at the event's member registration rate
- *For non-corporate partners:* minimum 20 registrations, charged at the event's member registration rate

Please complete page 1 of the Invoice Request form and submit it directly to HBA Central finance (finance@hbanet.org) to generate the invoice. Once paid, HBA Central will release a promo code for their attendees to register for the event.

Also note that a bulk registration purchase is NOT the same as an event sponsorship purchase, which includes additional benefits on top of registrations. *If you are requesting an invoice for event sponsorship, please see Event sponsorship definitions and processing procedures for additional details.*