

**2024 JOINT SERVICES AIR TRAFFIC CONTROL SYMPSOIMUM**  
**Payment Instruction for Invoicing/Charging/Refund**

This form is for anything to be Invoiced/Charged/Refund

1. Invoice Exhibitors/Sponsors
2. Charges for Exhibitors / Sponsors, or any other reason.

Attach any supporting documentation such as contract, charge request no more than one page. Account for any fees to be charged for a refund.

<b>Invoice:</b>		<b>Charge:</b>	<b>Refund:</b>
<b>Total Invoice Amount:</b>		<b>Date:</b>	
<b>Point of Contact:</b>		<b>Booth #:</b>	
<b>Organization Name:</b>		<b>Booth Size:</b>	
<b>Address:</b>			
<b>City:</b>	<b>State:</b>	<b>Country:</b>	<b>Postal Code:</b>
<b>Email Address (for email receipts):</b>			
<b>Purpose/Coding:</b>			
<b>Comments:</b>			

<b>Sponsorship:</b>	<b>Total Booth Rental Fee:</b>
	<b>Total Sponsorship Fee:</b>
	<b>Total Due:</b>
	<b>Preferred Method of Payment is via Check or ACH: check should be made payable to Air Traffic Control Association and mailed to: 225 Reinekers Lane, Suite 400, Alexandria, VA 22314 – Attn: Deborah Brice, CMP</b>
	<b>Credit card Processing Fee (2.9% of total amount due):</b>
	<b>GRAND Total Due:</b>
<b>Credit Card #:</b>	
<b>Expiration Date:</b> ____/____ <b>CVV:</b> _____	
<b>Name on Credit Card:</b>	
<b>Address associated with credit card:</b>	