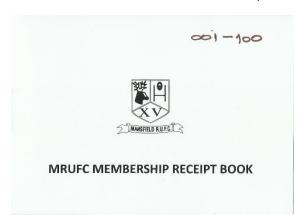
When taking/making an annual membership payment, please follow the following guidance.

This process will enable a controlled and consistent method of recording payments made in addition to those made via Pitchero. Annual, 4-month and 10-month plans will still be available by the online Pitchero method.

The cover of the book looks like this... (there will be 1 book behind each bar).



Please PRINT in all areas to enable ease of reading later for updating the online records.



Following the completion of each receipt, the tear-off part goes to the person making the payment, the main stub is to be placed in the 'Clip' provided, collected each week by the Membership Secretary for record keeping.

The binding glue for each sheet is designed to allowed easy removal of each Stub following completion, please take care not to lose any stubs that become lose before they are issued.

Main Stub

Receipt number – all records have their own unique receipt number that is already printed on both the club record (Stub) and the Member record (Tear-off record).

Date – The date the payment is made.

Paid by – The name of the person giving the payment, either the Player, Parent, Carer, or team official (Admin or Coach).

Then, there are up to five people that each receipt can be used for in a single record. If more names are to be recorded, please use a separate receipt/entry.

A single payment for a single player/supporter will have a single entry on line 1.

Examples are given below for further options.

For each of the entries, the

Name of the Player/Supporter is to be printed, followed by the Age group when it's for a Junior team.

Type – Adult, VP, Vets, Student, Junior, Junior 2, Junior 3, Touch or Social.

Amount – Fee paid for that person.

Member record - Tear-off receipt

Receipt number – all records have their own unique receipt number that is already printed on both the club record (Stub) and the Member record (Tear-off record).

Date - The date the payment is made

Paid by - The name of the person giving the payment, either the Player, Parent, Carer, or team official (Admin or Coach).

Amount – The TOTAL payment for all 1-5 entries.

Received by – The Club official receiving the payment.

MRUFC Membership Receipt Book Guidance Single payment for one player Receipt no: 00001 MRUFC Date: 2ND 5H1 2023 Membership Paid by: JON BROWN **Payment** Membership Paid for: 1. Name: JANICE BROWN Paid by: Membership Type: ADULT Amount £: 110 JON BROW Name: Membership Type: Amount £: Amount £: 11 3. Name: Received by: Membership Type: Amount £: Name: Your Membership Matters Membership Type: Amount £: Many thanks for your Prompt payment Membership Type: Amount £: MRUFC Multiple Payments for a Single Family - 3 Juniors and 1 Social (Role as Admin) Receipt no: 00001 Receipt no: MRUFC Date: ZND SEPT 20 Membership **Payment** Membership Paid for: 1. Name: HFLEN Paid by: Membership Type: TONIO Received by: Membership Type: Junio Your Membership Matters! Membership Type: Livid 3 Amount £: ~ Many thanks for your 5. Name: Prompt payment Membership Type: Amount £: MRUFC

MRUFC Membership Receipt Book Guidance

Multiple payments from a Team Coach or Team Admin Receipt no: 00001 MRUFC Date: ZNO Sol Membership Paid by: Jon Blan LIG GILLS DOMIN **Payment** Membership Paid for: 1. Name: MAXINE JONES Paid by: Membership Type: JUNIO Amount £: 60 JON BROWN Membership Type: TUNIO Amount £: 300 Received by: MAN CROOKS Your Membership Matters! Membership Type: JUNIO Amount £: 60 Many thanks for your Prompt payment Membership Type: JUNIOL Amount £: MRUFC Multiple Payments for a Single Family - 1 Adult, 2 Juniors and 1 Student Receipt no: 00001 Receipt no: MRUFC Date: 4th Std Membership **Payment** Membership Paid for: 1. Name: DERNE WHITE Paid by: Membership Type: JUNIO Received by: Membership Type: JUNKO 4. Name: CHLOE-BABIAK Your Membership Matters! Membership Type: STUDENT Amount £: 60 Many thanks for your 5. Name: Prompt payment Membership Type: Amount £:

MRUFC