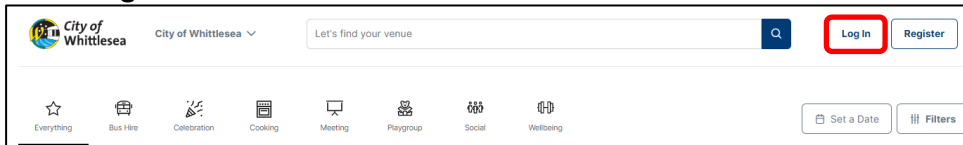


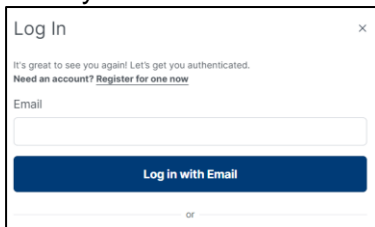
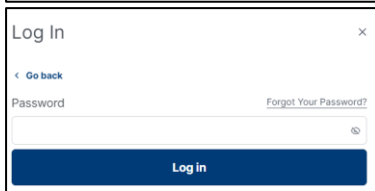
Downloading Invoice

Link to City of Whittlesea's online booking Customer Portal
<https://whittlesea.bookable.net.au/#!/>

1. Click **'Login'**



2. Enter your email address and password

3. Click **'My bookings'**



- Find the booking you wish to download an invoice for (if bookings do not appear under 'My Bookings' try clicking 'All Bookings')
- Click on the three dots

My Bookings							
Id	Booking Name	Venue	Items	Next Booking Date	Date Created	Price	Status
1049	Community Care Colle...	Main Street Community Pavilion	Social Room		19/Dec/22	\$2,308.68	Confirmed

6. Click **'Download Invoice'**

