

Norris Box Office

Request to Sell Tickets at the NBO (nbo.northwestern.edu)

The Norris Box Office operates two separate ticketing systems. These distinct systems are maintained to meet various student organization department needs and budgets.

When to use this form:

NU Financials Account Codes: DEPOSIT (REVENUE) _____ / BILLING (EXPENSE) _____ .

Revenue from ticket sales will be credited to account 40604. Revenue from registrations and other items or activities may be credited to account 40755. Invoices for event setup, credit card bank, and vendor fees will be charged to account 76725.

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Norris Box Office

NORRIS BOX OFFICE FEES

	<u>Printed at Box Office</u>	<u>Pre-printed</u>
Basic Service –		
-Event set up (A single event may consist of multiple performances).	\$20.00 per event	\$60.00 per event
-Ticket stock	\$.10 per ticket	N/A
Credit Card Service –		
X Print Open		