



Invoicing for ALL Appointments

Here are some helpful tips about invoicing.

❖ When to bill:

Please submit your vouchers to us on a weekly basis.

❖ Invoices/Coversheets:

It's a good idea to include the following information on your invoice.

- | | |
|--------------------------------|------------------------------|
| ▪ Date | ▪ Total Time Billed for |
| ▪ Control/Authorization Number | ▪ Hourly Rate |
| ▪ Name of Client(s) | ▪ Mileage, if any |
| ▪ Time In | ▪ Parking/Ferry Fees, if any |
| ▪ Time Out | ▪ Invoice Total |

Your appointment vouchers do not count as an invoice. An appointment voucher is the detailed information of your appointment and proof that the appointment occurred.

Remember, you're running your own business. Be sure to invoice for your services. 😊