



ARTIST LECTURER STANDARD INVOICE

INSTRUCTIONS: This form to be used in conjunction with a Payment request Form. A personalized invoice from the Artist / Lecturer may be substituted for this form.

PART 1. Invoice for Service *(to be completed by the ARTIST / LECTURER)*

Name (print) _____

Address (print) _____

City / State (print) _____ Zip _____

Federal ID # _____ or Social Security # _____

I (print) _____ performed the services described
below on ____ / ____ / ____ . No. of hours _____

Services:

Rate of Compensation: _____ Signature _____

Total Compensation: _____ Date _____

PART 2. Acceptance of Services *(to be completed by the REQUISITIONER)*

I (print) _____ certify that services were rendered
as described above on ____ / ____ / ____ Signature _____

PART 3. For BUSINESS OFFICE Use