

INVOICE TO CALF AUDIO

FOR SOUND/LOCATION SERVICES BY INDEPENDENT CONTRACTOR

INVOICE DATE	
NAME	
ADDRESS	
PHONE	
EMAIL	
SS OR TAX ID #	

JOB DESCRIPTION	DATE(s)	QUAN	ITEM	RATE	EXT

TOTAL DUE	
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Directions - Please submit your invoice as soon as possible and no more than 7 days after job completion

JOB DESCRIPTION - WHAT JOB event the line relates to..
 DATE - the DATE(s) the job relates to
 QUANTITY - how many of what you're charging for
 ITEM - the WHAT the QUANTITY relates to - hours, days, miles, etc.
 RATE - how much you're charging per ITEM
 EXTENSION - QUANTITY times RATE
 TOTAL DUE - sum of the EXTENSION column

The form can be emailed to Calf at INVOICE@CALFAUDIO.COM
 or mailed to CALF AUDIO 157 GRAY RD, ITHACA NY 14850