**Invoice # 12345**

| Remit Payment to: | Bill to: |
| --- | --- |
| **[Vendor Name]**[Address][City, ST, Zip]Attention: [name] | VR Office[Address][City, ST, Zip]Attention: [name] |

| Vendor Information |  |
| --- | --- |
| Vendor ID: [enter vendor ID]Contract #: [enter contract #]Service Authorization #: [enter SA #]Contact Person: [enter contact person]Phone/FAX: [enter phone & fax numbers]Email: [enter contact person email address] |  |

| SERVICE DESCRIPTION | DATES OF SERVICE | QTY | UNIT COST | AMOUNT |
| --- | --- | --- | --- | --- |
| Enter service item number 1 |  |  |  | 50.00 |
| Enter service item number 2 |  |  |  | 50.00 |
|  |  |  |  |  |
|  |  |  |  |  |
| Thank you for your business! | Total | $ 100.00 |

Comments: [Other relevant information supporting and explaining the payment requested or identifying a successor organization to an original vendor, if necessary, and any additional information required by applicable state and federal laws, rules, and regulations governing the provision of services under the contract and the policies and standards.]

Make all checks payable to [company name]

**Instructions**

Enter an Invoice number. **No** Personally Identifiable Information (PII) may be included in the **Invoice Number**. You should keep track of all invoices on some type of worksheet.

When you see the square brackets, [ ], enter the requested information. Example: [company name] – you should type the name of your company there and remove the brackets.

Enter the services information;

* Service description and identifying information
* Service Authorization Number
* Service dates
* Payment Details including Quantity, Unit cost and Total amount.
* The Total cell, at the bottom, will auto-calculate. You may need to click on the cell and press the ‘F9’ key or right click and select ‘update field’.