



ACNV Arts Education 2008-2009 Artist Invoice

Artist Name: _____ Invoice Date: _____
 Mailing Address: _____ Phone: _____
 _____ Email: _____

 School Name: _____ School Rep: _____

Date(s)	Classroom	Workshop	Hours				Materials	TOTAL
			In Class	Prep	Total	Rate		
							\$40	
							\$40	
							\$40	
							\$40	
							\$40	
							\$40	

Approvals:

 _____ Artist Signature _____ Date _____
 _____ School Approval Signature _____ Printed Name _____ Date _____

ACNV Arts Ed Grant Artist Billing Policy Summary

- 1) Workshop artists are paid \$40 per hour plus ½ hour prep time for each classroom hour. Touring Performers as paid on a performance basis.
- 2) Artists must invoice ACNV.
- 3) Artist invoices must be approved by school representative.
- 4) ACNV will invoice school for school portion after teaching ends. School portion must be received before artists are paid. Failure to remit payment in a timely fashion will impact future grant applications.
- 5) ACNV will pay artist within 3 business days of school payment
- 6) Artists will receive year-end 1099 forms for income tax purposes.

Internal Use Only										
Artist Billing						Organization Invoicing				
Received	Verified	Receipts	OK	Paid	Check #	Date	Invoice #	Amount	Paid	Check #

