



- **Please be sure to submit a W-9 along with this form.**
- Ensure that ALL hours and numbers are correct and align with your agreed upon work hours. Invoices filled out incorrectly will be returned to you and will delay payment.
- Email your invoice to [invoices@midoriandfriends.org](mailto:invoices@midoriandfriends.org), and CC both Laurént and Justin at [lgrant@midoriandfriends.org](mailto:lgrant@midoriandfriends.org) and [jwithers@midoriandfriends.org](mailto:jwithers@midoriandfriends.org)
- Follow the steps to create an account on Bill.com to receive direct deposit.
- Payment processing may take up to 30 days from the time the invoice is submitted (though often sooner)\*

**If you have questions about any of the above steps, contact Laurént or Justin.**

**Thanks!**