

Invoice Process:

- If this is your first Invoice with Midori & Friends, 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 and CC both Laurént and Justin at lgrant@midoriandfriends.org and 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!