

Midori and Friends Foundation  
352 Seventh Avenue, Suite 301  
New York, NY 10001  
(212) 767-1300



# MIDORI & FRIENDS INVOICE

Contact Info:	Service
<b>First and Last Name:</b> <b>Email Address:</b> <b>Street Address:</b> <b>City, State Zip Code:</b>	<ul style="list-style-type: none"><li>• DOE Staff</li></ul>

Date	School & Address	Hourly Rate:	Total Hours	Total Fee

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**TOTAL DUE:**

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**Invoice Process:**

- **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 [education@midoriandfriends.org](mailto:education@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.
- All invoices must be received on or prior to June 1, 2024.

**If you have questions, please contact [education@midoriandfriends.org](mailto:education@midoriandfriends.org)**