



**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 [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 by June 1, 2024

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