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



Midori & Friends Invoice				
Contact Info:	Service (check all that apply)			
First and Last Name:	Diguita Lagra Cubatituta			
Email Address:				
Street Address:	Play to Learn Substitute			
City, State Zip Code:				

Date	School & Address	Regular Teaching Artist Name	TA Rate (same as Regular TA)	Total Hours	Total Fee

TOTAL DUE:	
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## **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 <a href="mailto:education@midoriandfriends.org">education@midoriandfriends.org</a>
- 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  $\underline{\textbf{education@midoriandfriends.org}}$