

SPARKIN' ART

Invoice Template

An invoice is an itemized list of the duties completed. It's purpose is to say "this is what I did, and this is how much money I am owed for my work."

For example, the Sparkin' Art Coordination Team were working under an hourly wage. We would keep track of when we worked, what we did, and how long our work sessions lasted. This information is represented on the invoice and is submitted to the person who pays you!

Are you unsure if a task is a 'work task' or if you are 'allowed' to account for this specific task? Ask your manager, mentor, or colleague if it counts. Normalize talking about money, it's scary at first, but helpful once you get the hang of it.

When do you submit an invoice? It depends, it could be when the job is finished, or if you are working on a longer project it could be once a month or once every week. Talk about this and make sure it is stated in your letter of agreement or contract.

What do you need on an invoice?

- **Who:**
 - Your Name, address, phone number, email.
 - The Name, address, phone number, email of who you are submitting the invoice to (the person/organization writing the cheque).
- **What:**
 - Invoice title (which can just be "Invoice").
 - Invoice number. If you're stuck, use initials and 3 numbers starting at 1 (Ex. TD001 or WB031)
 - Invoice date. The date that you submit the invoice (today's date).
- **Details**
 - Description. This is what I did.
 - Hours. This is how long I worked.
 - Rate. This is how much I am making an hour, or my fee.
 - Amount. $\text{Hours} \times \text{Rate} = \text{Amount}$.
 - $2 \text{ Hours} \times \$20/\text{hour} = \40.00
 - $1 \text{ Hour} \times \$100 \text{ flat fee} = \100.00 / $5 \text{ Hours} \times \$100 \text{ flat fee} = \100.00
 - HST. You might collect HST, if you do this is where it goes and in Ontario you would add 13% to the subtotal. If you don't collect HST then leave it blank.
 - Unsure if you collect HST? If you're unsure then you don't! Remember, it's a federal fraud to claim HST if you aren't registered, if this looks strange, just leave it blank.
- **Payment**
 - Cheque is made payable to whom? (Your name)
 - Payment is due when? Generally 3 or 4 weeks from submitting is fair.

LOOK BELOW FOR AN EXAMPLE

