



## **INVOICE INSTRUCTIONS**

### **Independent Contractors/Consultants**

Independent Contractors are required to invoice TechProse for work performed per the terms of their contract, in addition to submitting time-allocation records. All time must be reported directly to a TechProse Project Manager or via the TechProse ADP time reporting system per instructions from your Resource Manager.

Invoices should be submitted semi-monthly (1st-15th and 16<sup>th</sup>-End of the month) and submitted within 1 day after the end of each period.

Invoice should contain the following information:

- ***Your Company Name (Check will be issued to this name)***
- ***Your Company Address***
- ***Invoice #***
- ***Number of hours worked***
- ***Contractual rate of pay***
- ***Work performed***
- ***Project for which work is performed***
- ***Supervisor Name***
- ***Client Company Name***

Payment will be made per the terms of each contract upon approval by Project Manager. If terms of payment are not cited within the contract, payment will be made on a Net 30-day basis following receipt of the Invoice and on approval of Invoice by Project Manager.