



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 16th-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)
- ***Invoice #***
- ***Number of hours worked***
- ***Contractual rate of pay***
- ***Work performed***
- ***Project for which work is performed***
- ***Supervisor Name***
- ***Client Company Name***

If you did not report your hours to the TechProse ADP online time reporting system, attach your signed timesheet to your invoice as well as faxing in your signed timesheet on the due dates (See "*Timesheet Due Dates*" sheet in binder).

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.