

Invoice and Payment Instructions for Facilitators

1. **EMAIL WITH INVOICE AMOUNT FROM CCFW:** Aliza will email you the invoice amount to bill before the end of your class.
2. **INVOICE:** You should create an invoice. Make sure your invoice includes the following:
 - Your full legal name
 - Payment contact information: an address for where the payment should be sent.
 - Description of services.
 - Example: Facilitated 6-week workshop Short Course Mindful Self-Compassion
 - Service dates.
 - Example: January 14, 2023 - February 18, 2023
 - Invoice amount.
2. **EMAIL THE INVOICE TO CCFW:** Email the invoice to both [Keenan](#) & [Aliza](#) for review. After the last day of your course, CCFW will email the Non-PO invoice to the department to approve and process for payment.
3. **PAYMENT ISSUED:** Once the invoice is received and approved by the appropriate department it will be submitted for payment. UW Payment terms are net 30 from receipt of invoice but payments may be issued within just a few days.

Questions? Contact ccfwb@uw.edu