

## Invoice Instructions

Remit Payment To – This is who you would like the check to be made out to. If you are submitting an invoice for contract services, the name here MUST match the name on the contract exactly.

Change of Address – Please mark the box if your address has changed. We will need a W-9 completed and sent with the invoice showing the new address.

Date – The date you are completing the invoice, not the date of service or the month of service.

Under Contract # - If you know this information, you may enter it, if not, we will enter it for you.

Consumer Name – Who the services or goods were provided to.

Services Section – This is for any services provided. Services should be listed by date with a description. If you are not the provider of the services, but are being reimbursed for services someone else performed, please attach the receipt from the individual or company who did provide services. This receipt should show the dates and hours of service and the name and address of the person providing them. If this is not enough space, documentation can be attached on another page.

Items Section – This is for goods that were purchased that you are requesting reimbursement for. Please attach receipts that document the purchase of these items.

Grand Total – This should represent the total of the items and services sections.

Service Provider – The signature here should be the person listed on the remit to line.

Please note that payment will take approximately 30 days from the date of receipt of the invoices. If you would like an electronic version of this invoice you can find it at [www.lucasdd.org](http://www.lucasdd.org) or contact your Service and Support Specialist who can e-mail you one.