



## Teaching Artist Invoice

Please Note: Invoices must be submitted by the 10th and 25th of the month to receive payment on the 15th and last day of the month. Direct deposit arrangements can be made by submitting a cancelled check for the account in which your paycheck will be deposited.

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ CA ZIP: \_\_\_\_\_

Home #: \_\_\_\_\_ Cell #: \_\_\_\_\_ Email: \_\_\_\_\_

School/Site: \_\_\_\_\_ Site Coordinator: \_\_\_\_\_

Date	Teaching Time	Activity
<b>Total Teaching hours:</b> _____ <b>x Rate =</b> _____		

Date	Meeting/Prep Time	Activity
<b>Total Meeting/Prep hours:</b> _____ <b>x Rate =</b> _____		
<small>Meeting/Prep Time: Billable for ½ hour for each 1 hour of teaching time            Prep/Meeting hours include time spent in lesson planning, assessment activities, lesson prep, class paperwork, class set-up and on-going training, and site or organizational meetings</small>		

<i>For Office Use Only:</i>	<i>Hours</i>	<i>Compensation</i>
<i>Total Teaching Hours</i>		\$
<i>Total Preparation Hours</i>		\$
<b>Total Invoice</b>		\$

**Artist Signature:** \_\_\_\_\_

**Date Submitted:** \_\_\_\_\_

**Please mail, fax or email invoice to:**  
 Tapestry Arts  
 Teresa Chavez Delgado  
 255 North Market Street, # 124  
 San Jose, CA 95110  
 Main: 408.494.3590 Fax: 408.294.3479  
 Direct: 408.494.3592  
 teresa@tapestryarts.org