

[SAMPLE BASIC INVOICE FORM FOR TACOMA CREATES CONTRACTS]

INVOICE

Date: [Today's date]

To: City of Tacoma – Tacoma Creates
Office of Arts & Cultural Vitality
747 Market Street, Room 900
Tacoma, WA 98402

From: [Your Organization name and address]

For: [Very brief description of services provided – you may list completed contract deliverables, or the contract phase(s) for which you are invoicing]

Amount Due: \$ [Enter the amount outlined in your contract]