# EXAMPLE INVOICE FORMAT

Your invoice should include the budget categories that reflect your project budget and what you’re invoicing for. See [Invoicing Instructions](https://www.coastal.ca.gov/whaletailgrant/invoicinginstructions.pdf) memo and [Invoice Checklist](https://www.coastal.ca.gov/whaletailgrant/Invoice_Check_List.pdf) for more guidance.

Date: Date *(THIS IS THE DATE YOU’RE SUBMITTING YOUR INVOICE.)*

Invoice # X *(THIS IS A UNIQUE INTERNAL NUMBER ASSIGNED BY YOU.)*

Grant # XX-XX-XX-XX *(THIS NUMBER IS FOUND ON YOUR GRANT AGREEMENT.)*

Invoice Period: Date - Date *(DATE RANGE COVERS THE HOURS BEING BILLED AND THE DATES ON ANY ENCLOSED RECEIPTS.)*

California Coastal Commission

Attn: Annie Kohut Frankel

455 Market Street, Suite 200, Room 228

San Francisco, CA 94105

Annie.Frankel@coastal.ca.gov

Remit payment to My Organization for the following amount:

Salary and Wages

Position Title Xhrs x $X/hr = $XXX

Position Title Xhrs x $X/hr = $XXX

Subtotal Salary and Wages $XXX

Benefits $XXX

Subtotal Personnel Services **$XXX**

Operating Expenses

General Expenses $XXX

Travel $XXX

External Contracts $XXX

Subtotal Operating Expenses **$XXX**

Administrative Overhead **$XXX**

**Total**  **$XXX**

Signature

My Name

My Organization

Address

Phone number

Email