

EXAMPLE INVOICE FORMAT

Your invoice should include the budget categories that reflect your project budget and what you're invoicing for. See [Invoicing Instructions](#) memo and [Invoice Checklist](#) 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