EXAMPLE INVOICE FORMAT

Your invoice should include the relevant information found in this example, with the budget categories that reflect your project budget and what you’re invoicing for. The highlighted sections represent text or dollar amounts for you to insert. Attach all appropriate itemized receipts. If invoicing for a purchase from an online store, please include the receipt that says the product has already shipped (not one that just says it was ordered). If you’re invoicing for travel, include a Travel Expense Claim with your invoice. If available, please use your organization’s letterhead for invoices. Please submit your invoices by email to Annie.Frankel@coastal.ca.gov.

Date: Date
Invoice # X
Grant # XX-XX-XX-XX
Invoice Period: Date - Date

California Coastal Commission
Attn: Annie Kohut Frankel
455 Market Street, Suite 200, Room 228
San Francisco, CA 94105

Remit payment to My Organization for the following amount:

Salary and Wages

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Hrs x $X/hr = $XXX</th>
<th>Position Title</th>
<th>Hrs x $X/hr = $XXX</th>
</tr>
</thead>
</table>

Subtotal Salary and Wages $XXX

Benefits $XXX

Total Personnel Services $XXX

Operating Expenses

<table>
<thead>
<tr>
<th>Operating Expenses</th>
<th>$XXX</th>
</tr>
</thead>
</table>

| General Expenses   | $XXX |
| Postage/Shipping   | $XXX |
| Travel             | $XXX |
| External Contracts | $XXX |

Subtotal Operating Expenses $XXX

Administrative Overhead $XXX

Total $XXX

Signature
My Name
My Organization
Address
Phone number
Email