



Young Audiences

2010-11 ARTIST SUPPLY INVOICE

** One Supply Invoice Per Residency or Workshop Please **

INVOICES ARE DUE NO LATER THAN TWO WEEKS AFTER THE COMPLETION OF THE RESIDENCY OR WORKSHOP.

Corresponding Contract # _____ Artist Name: _____

Site Name: _____ Residency/Workshop Dates: _____

Please fill out this invoice with a complete description of each item purchased. **Receipts are not required for reimbursement and are considered part of the artist's fee for services.** Invoices submitted to Young Audiences will be paid as outlined in The Artist Guide. All invoices for the 2010-11 school year must be submitted by no later than June 22, 2011.

Description	Quantity	Cost per Item	Item Total Cost
1)			
2)			
3)			
4)			
5)			
6)			
7)			
8)			
9)			
10)			
(Use a 2 nd sheet if needed)		Invoice Total:	\$

Artist's Signature

Date

** If actual supply cost exceeds estimated supply cost by more than 10% please obtain the signature of the school principal.*

Principal's Signature (if necessary)

Date

Return To:

Young Audiences · 1220 SW Morrison Street, Suite 900 · Portland, OR 97205
Fax: 503-225-0953 · Tel: 503-225-5900 ext. 231