Invoicing Basics Reference Sheet

Progress report with every invoice

- Confirms candidate is on track with training
- Supports candidate obtaining training progress milestone

Collect invoices monthly

- Good frequency for employer
- Allows for easier correction of mistakes

Review file before cutting check

- Helps prevent disallowed costs
- Minimizes spending mistakes

Set a schedule

- Keeps all parties on track
- Promotes understanding of timeframes and responsibilities

Keep it simple

- Removes complications and confusion about process
- Encourages efficient workflow