



80 Turk St.
San Francisco, CA 94102
415•626•2060 info@counterpulse.org

CounterPulse House Artist Work Invoice

Updated Aug 2016

| | |
|--------------------------|--|
| Name of Payee : _____ | Name of Fiscally Sponsored Artist: _____ |
| Address of Payee : _____ | _____ |

| | |
|--|--|
| <input type="checkbox"/> Please check if the payee has a current W9 form on file with CounterPulse. If a W9 form hasn't been submitted before, please fill out and submit the form. | <input type="checkbox"/> Please check if you wish to pick up your check at CounterPulse and not mailed. Checks will be available for pick up during CounterPulse office hours in the "For Pick Up" mailbox. Office Hours are M & W-F 10-6pm |
|--|--|

Attach ALL original receipts to this form

| Item # | Account # See list below | Expense Description: please include name of project and Contract # if applicable. | Grant | Class | Amount |
|--------|--------------------------|---|-------|-------|--------|
| 1 | | | | 12 | |
| 2 | | | | 12 | |
| 3 | | | | 12 | |
| 4 | | | | 12 | |
| 5 | | | | 12 | |

Total:\$ _____

Name: _____
(Project Director must submit this form, electronic signature is acceptable.)

Signature: _____ **Date:** _____

Professional Fees

- 6-2100 Accounting
- 6-2400 Fundraising
- 6-2500 Administrative Staff
- 6-2700 Professional Development

Artistic Fees

- 6-3100 Artistic Commissioning Fees (lead artist)
- 6-3200 Performer/Artist
- 6-3300 Designer
- 6-3400 Teacher

Facilities

- 6-7100 Rent (Performance / Rehearsal)
- 6-7200 Supplies & Maintenance
- 6-7300 Utilities

Production and Exhibition

- 6-5100 Theater Equipment
- 6-5200 Set/ Props/ Costumes
- 6-5350 Licenses and Permits
- 6-5400 Travel
- 6-5500 Lodging and Meals
- 6-5600 Hospitality (Concessions)

Technical Fees

- 6-4210 Tech Crew
- 6-4230 Videographer / Photographer
- 6-4240 House Manager

Advertising and Marketing

- 6-6100 Web Site Hosting
- 6-6200 Publicist/Graphic Design
- 6-6400 Advertising
- 6-6500 Bulk Mailing

Office Expenses

- 6-8000 Office Expenses
- 6-8100 Office Supplies & Copies
- 6-8200 Postage and Delivery
- 6-8300 Telephone
- 6-8400 Bank Fees
- 6-8600 Dues and Subscriptions

| |
|---|
| Office Use Only: OM _____ AD/ED: _____ |
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