

**ABC GROUP OR INDIVIDUAL**

123 MAIN STREET  
ANYTOWN CA 99999

EMAIL  
PHONE

**INVOICE**

**INVOICE #:** 001

**DATE:** 2/1/2020

**TO:** CALIFORNIA LIBRARY ASSOCIATION  
ATTN: CALIFORNIA CENTER FOR THE BOOK  
VIA EMAIL ONLY TO: JROBBINS@CALBOOK.ORG  
1055 E COLORADO BLVD  
5TH FLOOR  
PASADENA CA 91106

DESCRIPTION OF SERVICE	RATE	TOTAL
ANYTOWN LIBRARY, PROGRAM* SPEAKER FEE - EVENTS HELD 01/20/2020 & 01/25/2020	\$500.00	\$500.00

**\*PROGRAMS INCLUDE BOOK TO ACTION, COMMUNITY  
CONVERSATIONS WITH VETERANS, MENTAL HEALTH, AND RURAL  
LIBRARIES TOUR. PROGRAM AND LIBRARY MUST BE NOTED!**

TOTAL \$500.00

PLEASE PAY THIS AMOUNT:

**\$500.00**

MAKE CHECK PAYABLE TO:

ABC GROUP OR INDIVIDUAL AT MAILING ADDRESS LISTED ABOVE

**NOTE: If payee is an individual and amount is \$600 or more, a completed W9 must be received before an invoice is paid. Please note library and program on W9 and mail to the CLA offices at the address listed above.**

Please Cc the local librarian on invoice submission.