



Center for Arts-Inspired Learning INVOICE

***Please Submit through the [CAL Teaching Artist Portal](#), along with any applicable contract pages, complete with venue initials.**

Date Submitted:	Teaching Artist/Ensemble:
Program Month & Year:	Address:
CAL Contract #:	Email:
Teaching Artist/Ensemble Invoice #:	Phone:

To: Center for Arts-Inspired Learning ATTN: Accounts Payable 10917 Magnolia Drive, Cleveland, OH 44106 216.561.5005, x21 patti@arts-inspiredlearning.org	For: Contract Service
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PROGRAM DATE	WORKSHOP HOURS	HOURLY RATE	DATE TOTAL
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
SUB TOTAL			\$

**Artist shall promptly submit a monthly invoice for each CAL contract number under which they are providing services in order to receive payment for any completed program services unless previously discussed and approved by CAL. Artist shall submit invoices to the finance department by the 5th of the month succeeding each month of programming. CAL will pay artist for all invoices submitted within 60 days of receipt. Artist failure to timely submit monthly invoices will result in a processing fee of 3% per month with a cap of 18%. All invoices must be submitted by the close of each fiscal year, June 30, to be paid. All invoices, except for current month services, must be submitted by the close of each fiscal year, June 30, to be paid.*