Step-by-Step Guide

Google Drive Invoice Training

Learn how to upload your invoices and get paid for your hard work!
# Invoice Steps for Tooth Fairies to School Events

**Steps** | **Action**
--- | ---
1 | First, last name
2 | Program identifier (RDH)
3 | Address to receive check
4 | Total amount
5 | Month
6 | Date/location
7 | Number of sessions
8 | Sessions x dollar amount
9 | Total sessions
10 | Total dollar amount (enter balance due in green)

---

**Blank Invoice (RDH)**

1. First last name, RDH
2. **$ total amount**
3. Street address
   City, CA zip code
4. Oral Health Awareness Society (OHAS)
   P.O. Box 903
   Woodbridge, CA 95258
5. **BALANCE DUE**
   Upon Receipt
   **$ total amount**
6. Invoice for Health Fair (HF), with the Oral Health Awareness Society. Hours worked **month** 2019
7. Use this space for comments to your client.
8. **Date & Location**
   **Service**
   **# of sessions**
   **Total # sessions x $40**
9. **Date (dim2019)**
   Name of location
   - Dental Education/Screening
   - (#) of sessions
   - ($) the number of sessions x $40
10. **TOTAL**
Example Invoice for Tooth Fairies to School Events

Here is an example of a completed invoice for school events (RDH)

Complete Invoice Example (RDH)

---

Katie Conklin, RDH
1541 32nd Street
Sacramento, CA 95816

Oral Health Awareness Society (OHAS)
P.O. Box 903
Woodbridge, CA 95258

$160.00

Invoice for RDH, Oral Health Education program with the Oral Health Awareness Society.
Hours worked July 2018

Date & Location | Service | Sessions Attended | Total
--- | --- | --- | ---
05/07/2018 Bella Vista | Dental Education/Screening | 4 of session | $160

Hourly rate $40.00/session
Total: 4 sessions

TOTAL $160.00
### Invoice Steps for Health Fair Events

<table>
<thead>
<tr>
<th>Steps</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>First, last name</td>
</tr>
<tr>
<td>2</td>
<td>Program identifier (HF)</td>
</tr>
<tr>
<td>3</td>
<td>Address to receive check</td>
</tr>
<tr>
<td>4</td>
<td>Total amount</td>
</tr>
<tr>
<td>5</td>
<td>Month</td>
</tr>
<tr>
<td>6</td>
<td>Date/location</td>
</tr>
<tr>
<td>7</td>
<td>Number of hours</td>
</tr>
<tr>
<td>8</td>
<td>Hours x dollar amount</td>
</tr>
<tr>
<td>9</td>
<td>Total hours</td>
</tr>
<tr>
<td>10</td>
<td>Total dollar amount (enter balance due in green)</td>
</tr>
</tbody>
</table>

### Blank Invoice (HF)

1. First last name, HF
2. Program identifier (HF)
3. Address to receive check
4. Total amount
5. Month
6. Date/location
7. Number of hours
8. Hours x dollar amount
9. Total hours
10. Total dollar amount (enter balance due in green)
Example Invoice for Health Fair Events

Here is an example of a completed invoice for school events (HF)

Complete Invoice Example (HF)

Katie Conklin, HF

INVOICE

Oral Health Awareness Society (OHAS)
P.O. Box 903
Woodbridge, CA 95258

BALANCE DUE

Upon Receipt

$160

Invoice for HF, Oral Health Education program with the Oral Health Awareness Society.
Hours worked December 2018

Use this space for comments to your client.

<table>
<thead>
<tr>
<th>Date &amp; Location</th>
<th>Service</th>
<th>Number of hours</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/10/2018</td>
<td>Dental Education/Screening</td>
<td>4 hours</td>
<td>$160</td>
</tr>
<tr>
<td>Pixie Woods</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Hourly rate $40.00/hour
Total: 4 hours

TOTAL $160
## Uploading Completed Invoices to Google Drive

<table>
<thead>
<tr>
<th>Steps</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Open folder</td>
</tr>
<tr>
<td>2</td>
<td>Select month</td>
</tr>
</tbody>
</table>
| 3     | Click ‘New’  
       |   File Upload  
       |   Select your invoice |
| 4     | All done, check is on its way! |

### What to look for:

1. Hygienists- Invoices
2. October invoice 2018
3. November invoice 2018
4. December invoice 2018