



Contractor Name:

Date Submitted to INGCO International:

Hourly Rate:

PLEASE READ CAREFULLY

- All appointments are paid a 2-hour minimum unless otherwise noted.
- Mileage and parking are reimbursed only when applicable. Please save and send all receipts.
- There is a 24-hour cancellation policy unless otherwise noted.
- Your name **MUST** be on this document next to 'Contractor Name'
- All invoices can be
 - 1) E-mailed to: invoices@ingcointernational.com
 - 2) Submitted on our website at www.ingcointernational.com/current-contractors/
 - 3) or FAXed to (612) 605-8006
- All invoices must be received by INGCO International within **5 business days of completion** or you will not be paid.
- Payments will be sent out 45 days **after** receipt of invoice.

Date of Service	Client Name	Location <small>(Include provider name & location)</small>	Mileage <small>(when applicable)</small>	Parking <small>(when applicable)</small>	Total Time	Other

This form is also available online at www.ingcointernational.com/current-contractors/