



All invoices are due to our bookkeeper once a month.

Invoice due dates are based on region.

Please find your region below and submit your invoice by the date noted. Submitting your invoice late will delay your check.

Invoice Deadline	Check Emailed	Region
5th	10th	Augusta, Boston, Charleston, Charlotte, Chicago, Raleigh, VA Beach
10th	15th	Atlanta, Austin, Columbia, Columbus, Indy, New Orleans, California, San Diego, Lexington, Ft. Lauderdale, Miami, Birmingham, Spartansburg
15th	20th	Annapolis, Baltimore, DC/NOVA, Pittsburg
20th	25th	Denver, Connecticut, Cleveland, New Jersey, New York,
25th	30th	Cincinnati, Dallas, Greensboro, Houston, Jacksonville, Minneapolis, Nashville, Orlando, San Antonio, St. Louis, Tampa, Memphis
30th	5th	Richmond, Lynchburg, Lexington, Montgomery & All Tutors

To access our invoicing website, please use this link:

<http://www.littlescholarsllc.com/teacherinvoice/>

1. Please fill out all required contact information at the top of the page (i.e., name, email, and address).
2. Under *Invoice Items*, select what applies to you (i.e., *enrichment class*, *camp*, or *tutoring*).
3. Fill out the required information:
 - School's Name/Student's Name
 - Program Name
 - Program Date
 - Amount
 - **Your TOTAL will calculate.**
4. To add another class date, choose *Add Another Invoice Item* and go through the required information steps listed above again. Do this for each class/camp and each date you have taught that month. If you are also a tutor, you can add these dates as well.
5. If you have a receipt for reimbursement or a different approved invoice item, choose *Add Another Invoice Item* and then select *Additional Invoice Item*. You will have the option of submitting a picture of your receipt for reimbursement at this point.
6. You will submit ONE invoice a month that includes all your tutoring or teaching dates with each school where you taught.
7. Please be sure your invoices accurately reflect the dates and times you worked at each school or tutored so that we can accurately process your invoice. The dates on your invoice should match the dates on our master calendar. Invoices that do not match the master calendar will require extra review and may delay your payment.
8. If you tutor, you will need to input your schedule for the upcoming month.
*****If you do NOT tutor, please put N/A in this section and add today's date for the upcoming tutoring dates. THESE MAY NOT BE LEFT BLANK!*****
9. Please double check your final TOTAL, and if it is correct, *Complete and Submit* your invoice. If it is incorrect, please review your invoice and edit it as needed before submitting it.