

Invoicing Process

Training Manual

Invoicing - 3 Step Process

STEP #1: Download the invoice template found in this [this link](#). This template is a read-only file, so please do not request access to edit the document. Simply download the template to your computer to be able to edit.

STEP #2: Update the template: Please enter all of the classes that you have taught, for the given month into the template. Do not include classes from other months into this template. For example, if you are submitting your July invoice, only July classes should be on the July invoice. Please use the following naming convention as a file name for your invoice: *First Name Last Name Month (Spelled Out) Year (XXXX) Invoice*

STEP #3: Submit your invoice - Send a **PDF version** of your invoice to payroll@kevsgym.com for processing.

After review of your invoice, we will direct deposit your income to your checking account. You will be paid 1x per month.

Your Name or Your Company Name	INVOICE
Street Address: City, ST ZIP Code Phone:	INVOICE # 100 DATE:
TO: Recipient Name: Kevin Barbera Company Name: Kev's Gym, LLC. Street Address: 11710 Olde English Dr. Unit K City, ST ZIP Code: Reston, VA 20190 Phone: (703) 973-1394	

COMMENTS OR SPECIAL INSTRUCTIONS:

[illegible]

Invoicing Deadlines

YOUR DEADLINE TO SUBMIT YOUR INVOICE:

Please submit your invoice by the **7th** of the month. Invoices submitted after the 7th of the month will be processed the following month. **Late invoices will have a \$5 penalty.**

- EXAMPLE: If you are submitting an invoice for November classes, this invoice will be due by December 7th. If you submit your invoice after December 7th it will be processed by January 15th.

KEV'S GYM'S DEADLINE TO PROCESS INVOICES:

Kev's Gym will process your invoice by the 15th of the month.

- EXAMPLE #1: You submit an invoice for your November classes on December 2nd. Kev's Gym will process the payment on or before December 15th.
- EXAMPLE #2: You submit your November invoice on December 8th and you miss the deadline. Kev's Gym will process your invoice by January 15th, and you will incur a \$5 fee.
- Please note the difference between "processing" and "payment". Processing will occur on or before the 15th of the month, payment will occur 1-3 days after.

Invoicing - Determining Rates

In order to determine the rate to charge, please refer to the chart to the right. Count the number of classes you taught in the month that you are invoicing for and apply the respective rate for your 45 min and 60 minute classes.

For example if you taught 25 classes in the month, all of your 45 minute classes would be at a rate of \$40/class. Your 60 minute classes would be at a rate of \$50/class.

If you teach 2, back-to-back 30 minute classes on the same day, please apply the hourly rate in this scenario.

If you teach one 30 minute class, please charge at $\frac{1}{2}$ of your hourly rate.

Number of Monthly Classes	Class Duration	
	45 Minutes	60 Minutes
0-20	\$35	\$45
21-40	\$40	\$50
41+	\$50	\$60

Invoicing - Determining Rates

In addition to the number of classes that you teach, your rates will increase as your amount of time with Kev's Gym increases. Please refer to the chart to the right to determine your rate based on the number of years you have been with Kev's Gym.

When it comes time for a raise, simply submit your invoice at the next tier up and mention on your invoice that you have completed the required amount of time with Kev's Gym to justify the rate increase. Our payroll team will check to ensure that you have worked with us for the stated duration of time and pay you at the new rates.

Important note: You are responsible for billing at the correct rates on a monthly basis. If you forget to increase your rate and time goes by, Kev's Gym is not responsible for paying the difference retroactively.

Number of Years with Kev's Gym	Class Duration	
	45 Minutes	60 Minutes
0-1	\$35	\$45
1-2	\$40	\$50
2-3	\$50	\$60

Why does it take 2 weeks to get paid?

- Administrative time: It takes us a certain amount of time to review and process invoices for the team. By setting a deadline for the 15th of the month, we are able to have an adequate amount of time to process all payments.
- Note: Being paid in 2 weeks is an expedited process! Kev's Gym receives payment from clients within 30-90 days. So instead of waiting 1-3 months for payment, you will be paid in 2 weeks!

Why do I need to submit an invoice?

As an instructor, you are classified as a 1099-C Independent Contractor, essentially a separate business from Kev's Gym. For legal and administrative purposes, invoices allow us to have records which document the work that you have completed and your request for payment for these services.