Invoicing Process

Training Manual

Invoicing - 3 Step Process

STEP 1 – Download the Invoice Template

- Click this link to download the official Kev's Gym invoice template:

STEP 2 – Update the Template

- Enter **only** the classes you taught for the given month (do not include classes from other months).
  Example: If you are submitting your July invoice, list only July classes.

- Use the following **file naming convention** when saving your invoice:
  First Name Last Name Month (Spelled Out) Year (XXXX) Invoice
  (Example: John Smith July 2025 Invoice)

STEP 3 – Submit Your Invoice

- Save your completed invoice as a **PDF**.

- Email the PDF to **payroll@kevsgym.com** for processing.

Invoicing Deadlines

YOUR DEADLINE TO SUBMIT YOUR INVOICE

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

Example:
If you are submitting an invoice for **November classes**, the invoice is due **by December 7th**. If you submit your invoice **after December 7th**, it will be processed by **January 15th** (with a $5 late fee).

KEV'S GYM'S DEADLINE TO PROCESS INVOICES

- Kev's Gym will **process your invoice by the 15th of the month**.
- **Processing** means your invoice is reviewed and entered for payment — funds will be deposited **1–3 days after processing**.

Examples:

- **On-Time Submission:** You submit your November invoice on **December 2nd**. Kev's Gym will process it **on or before December 15th**.
- **Late Submission:** You submit your November invoice on **December 8th,** missing the December 7th deadline. Kev's Gym will process it **by January 15th**, and you will incur a **$5 late fee**.

Invoicing - Determining Rates

To calculate the correct rate to charge for your classes, please follow these guidelines:

- **Use the Rate Chart:** Refer to the chart on the right to determine your pay rate based on the **total number of classes you taught during the month** you're invoicing for.
- **Apply Rates Correctly:**
  - Count the total number of classes you taught in the month.
  - Apply the respective rate for your **45-minute** and **60-minute** classes according to the chart.

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

Example:
If you taught **25 classes in the month**, all of your **45-minute classes** would be billed at **$40/class** and your **60-minute classes** at **$50/class**.

Special Situations:

- If you teach **two back-to-back 30-minute classes on the same day**, charge at your **hourly rate**.
- If you teach **one 30-minute class**, charge **½ of your hourly rate**.

Invoicing - Determining Rates

In addition to the number of classes you teach, your rates also increase based on the **amount of time you've been with Kev's Gym**. Please refer to the **chart on the right** to determine your rate based on your **years of service**.

How to Apply for a Rate Increase:

- When you reach the next tier, **submit your invoice at the new rate** and include a note stating that you've completed the required time with Kev's Gym.
- Our payroll team will verify your tenure and pay you at the **new rate** once confirmed.

Important Notes:

- **You are responsible** for billing at the correct rate each month.
- If you forget to update your rate when you become eligible, Kev's Gym is **not responsible for paying the difference retroactively**.

	Class Duration	
Number of Years with Kev's Gym	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 time for our team to **review and process invoices** accurately. By setting a processing deadline of the **15th of the month**, we ensure we have enough time to handle all invoices carefully and correctly.

- **Fast Payment Compared to Industry Standards**
  Being paid in **two weeks is actually an expedited process!** Kev's Gym typically receives payment from clients within **30–90 days**. Instead of waiting 1–3 months for payment, you'll receive your payment in just **two weeks.**

Why do I need to submit an invoice?

As an instructor with Kev's Gym, you are classified as a **1099-C Independent Contractor** — essentially, you operate as your **own business** separate from Kev's Gym.

For **legal and administrative purposes**, invoices serve as an official record of:

- The **work you've completed**
- Your **request for payment** for those services

Submitting an invoice ensures that we have the proper documentation to **process your payment promptly** and to **maintain compliance with tax and business regulations**.