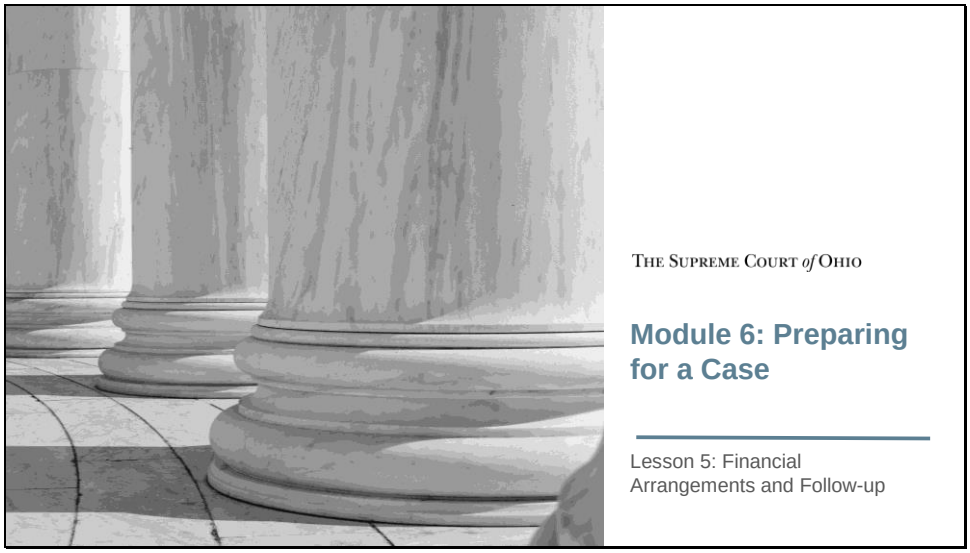
Slide 1


The Supreme Court of Ohio
Module 6: Preparing for a Case
Lesson 5: Financial Arrangements and Follow-up

Slide 2

Financial Arrangements

- Ohio courts are independent from each other.
- The Supreme Court of Ohio payment terms
- Registering as a [supplier/vendor/contractor]

Slide 3

Preparing your Invoice

- Creating the invoice
- Pay attention to details
- Submit your invoice

Interpreter Name

1313 Euclid Street
Cleveland, OH, 45113
Mobile: 216.888.2168
interpretername@email.com

INVOICE #1-05072018-01ex

May 7th, 2018

Customer Information: ABC Court of Law
65 N. Justice Place
Columbus, OH, 43215

Assignment Information:

Party Name:	First and Last
Case Number:	2018xx010101
Judge:	Judge Reinhold
Courtroom:	11A
Scheduled time:	9am
Date of Service:	5.7.2018
Start Time:	8:35am
End Time:	11:45am

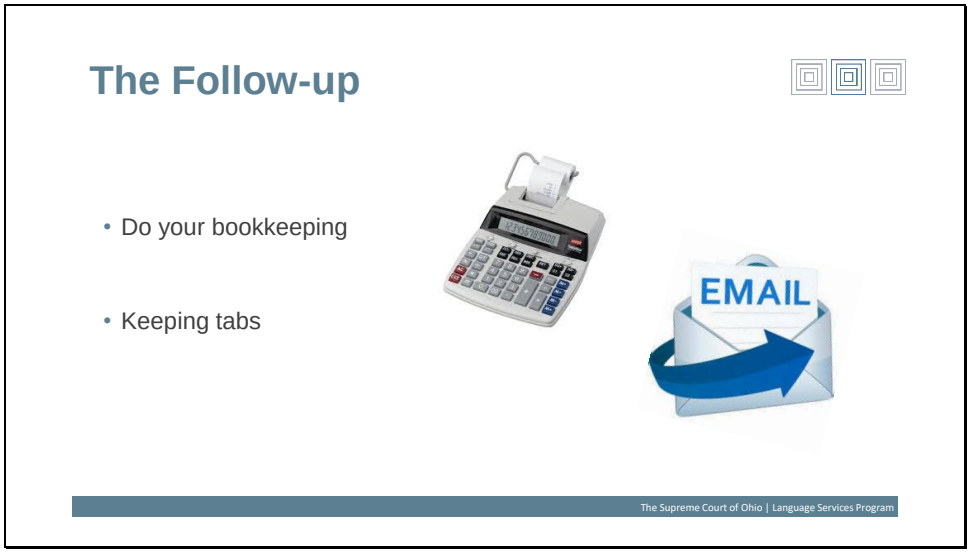
Interpreter's Fee:	$200.00	Agreed upon payment or rate
Travel Mileage:	$265.68	492 miles @ $0.54/mile
Lodging:	$290.34	Room at the Crown Plaza Cincinnati/Blue Ash Check in May 3rd - Check out May 6th (Receipt attached)
Total:	$756.02	

Please remit payment to:

Interpreter Name
1313 Euclid Street
Cleveland, OH, 45113

The Supreme Court of Ohio | Language Services Program

Slide 4


The Follow-up
• Do your bookkeeping
• Keeping tabs
EMAIL
The Supreme Court of Ohio | Language Services Program