

COMMUNICATION DEVELOPMENT SERVICES FEES AND INVOICING

Invoicing:

- The service provider will provide monthly invoices to IHP within 10 days of the last day of each month.
- Each invoice must contain services only for one month. (i.e. January 1st – January 31st) and can be accompanied by a monthly summary service hours as created by the Service Provider.
- Communication Development Services are compensated at a rate of 70 dollars per hour.
- The invoice for each month will be sent to: accounts.payable@surreyplace.ca
- The client tracking form must accompany the original copy of the invoice sent to Surrey Place, at the email address indicated above.
- After completion of this document, please send to infanthearing@surreyplace.ca

Updated March 2022

A decorative graphic at the bottom of the page consisting of overlapping, wavy shapes in shades of green and blue.