

**INTEROFFICE MEMORANDUM**

**TO:** Keisha Payton, Comptroller

**FROM:** Name & Title

**DATE:**

**SUBJECT:** Request to Bill Company for Services Provided by BRCC

In accordance with the contract between (Company’s name) and BRCC for the term mm/dd/yy – mm/dd/yy, BRCC provided the following services:

**Services Provided by BRCC:**

**Date(s) of Services:**

**Payment Rate** (per terms of approved contract)**:**

**Total Amount Due for this Invoice: $**

Please bill the Company as follows:

Company Name

ATTN: Name and Title of person receiving invoices (as listed in payment terms of contract)

Company Billing Address (address listed in payment terms of contract)

City, State ZIP

For your reference, attached is a copy of the approved contract. Please contact me if you have any questions.

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (person designated in contract as Contract Monitor)