



Service/Product Invoice

Example

Unit Name:

Date:

Invoice #:

KFS Account:

Object Code:

Make all checks or other forms of payments payable to: University of Arizona,

Bill To:

Remit payment to:

KFS Sub-Account	Qty	Service/Product Description	Unit Price	Total

TOTAL _____

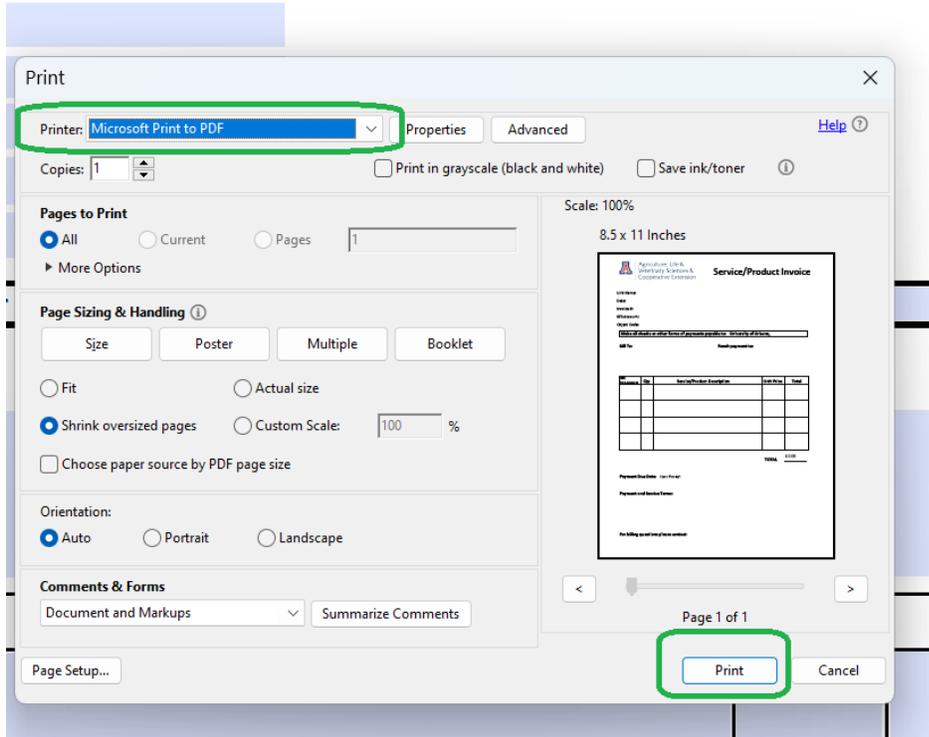
Payment Due Date: Upon receipt

Payment and Service Terms:

For billing questions please contact:

Flatten a Fillable PDF to remove fillable fields

- Complete the fillable PDF document with all necessary information
- Click File > Print (you will not actually print anything)
- In the Printer dropdown, select either Adobe PDF or Microsoft Print to PDF
- Click the Print button (this will not print the document)



- A “Save Print Output” window will pop up. You can then select where in your files you would like to save this, just as you would any other document.
- Click Save
- Then you can attach this to your e-mail when sending the invoice

Scroll to next page to see the fillable PDF flattened version.



Service/Product Invoice

Example

Unit Name: RRT Lab
Date: 12/1/2023
Invoice #: RRT-FY24-001
KFS Account: 0123456
Object Code: EXAMPLE

Make all checks or other forms of payments payable to: University of Arizona, RRT Lab

Bill To:

Jane Doe
1234 Happy St
Tucson, AZ 85000

Remit payment to:

University of Arizona
DBS Business Office
PO Box 1234
Tucson, AZ 85721

KFS Sub-Account	Qty	Service/Product Description	Unit Price	Total
	2.00	Labor hours: Sample Prep & Report Prep	\$ 20.00	\$ 40.00
	1.00	Shipping - FedEx Overnight	\$ 22.00	\$ 22.00

TOTAL \$ 62.00

Payment Due Date: 30 Days

Payment due by 1/1/24

Payment and Service Terms:

- All payments are final. No refunds will be issued.
- A 5% late fee will be charged per month on the balance due date beginning 1/8/24.
- RRT Lab warrants that it performed the appropriate test for the sample as submitted, and has either (i) followed all procedures consistent with ISO 17025 and the manufacturer of the testing kit, or (ii) if directed by you, followed the specific procedures outlined in the Sample Submission form.

For billing questions please contact:

Wilma Wildcat at: wilma@wildcat.edu or 520-000-1234