

Submitting your Invoice with Dynamic Language

Thank you for providing such excellent services to our clients. Now it is time to submit your invoice for payment.

From your dashboard, close the associated job by clicking on the arrow to the left of the job and selecting “Close” from the drop-down menu.

Page 1 of 0 (0 Total Records)

ID	Date	Time	Customer	Location	Lng	Team Size	Stat	Job Notes	Type
3013055	05/03/21	1:00 PM	Dynamic Language Demo	ABC, 15215 52nd Ave S., Seattle, WA 98138	kin	1	CON	more...	

Page 1 of 1 (1 Total Records)

No jobs found

1. Adjust your Start and End Times.
2. Use the Browse Function Bar to select the file for the associated invoice.
3. Add any Job notes you feel are necessary.
4. If you have Incidentals to claim, click “Add Incidental”, select the type from the drop-down and enter the amount. You can add more incidentals by repeating this step.
5. Click the Next button in the bottom right of the pop-up.

Close Job #3013055

Details

Start Date / Time* 05/03/21 01:00 PM

End Date / Time* 05/03/21 02:34 PM

VoS SAMPLE.jpg Change Paperwork to be Submitted Offline

Job Job Notes The event went perfectly!

Incidentals (eGet Mileage)

Mileage Mileage 22

Parking Parking 5

Additional Documents

Next Cancel

6. Verify this information is correct.
7. Enter your initials in the box and click the “Agree” Button.
8. Click the blue “Confirm & Close Job” Button

Close Job #3013055

You are submitting the following information. Please [review carefully](#) before submitting. If any information you submitted looks incorrect, you can click the [Previous](#) button below to correct it and re-submit.

Duration 1 hour 34 minutes Mileage Mileage 22 Parking Parking 5 Notes The event went perfectly!

References [No references]

Your [estimated](#) reimbursement is as follows. Note that this is an estimate only and will be finalized before any reimbursement is issued. Please contact your interpreter manager with any questions.

Type	Description	Quantity	Rate	Total
Interpretation / Standard	Interpretation: 05/03/21 1:00 PM - 2:34 PM Kinyarwanda (kin) ...	1.75	\$35.00	\$61.25
Parking	Parking	1	\$5.00	\$5.00
Mileage	Mileage	22	\$0.56	\$12.32

Verify your submission. Changes will NOT be made after the VoS is submitted.

Agree

Previous Confirm & Close Job Cancel

Close Job #3013055

Job #3013055 successfully closed.

Save as PDF

Cancel

Your invoice is now submitted for this job. Be sure to complete this process for each date of the engagement. Please feel free to reach out if you have any concerns.