



NEW ENGLAND

## Official's Work Record and Invoice - May 2009

<b>Tournament</b>					<b>Dates:</b>
<b>Official's Name</b>					
<b>Street-P.O. Box</b>				<b>Phone</b>	
<b>City-ST-Zip</b>				<b>Email</b>	
<b>date worked</b>	<b>start time</b>	<b>end time</b>	<b>total hrs</b>	<b>mileage</b>	<b>Tournament Director or Designee Signature</b>
				mapquest direct	
<b>Invoice For Services</b>			<b>Rate *</b>	<b># days - # addtl hrs - mileage</b>	<b>Amount</b>
			\$ /day	days (incl. 6 hrs per day)	\$
			Date: \$ / hr	hrs (over 6 hours per day)	\$
			Terms: Net 10 business days # mi	per mileage allowance table	\$
			<b>Total Amount Due</b>		<b>\$</b>

<b>Amateur fees *</b>	
Roving: \$ 75.00 / 6 hours	\$ 12.50 / hour after 6 hours
Referee: \$ 90.00 / 6 hours	\$ 15.00 / hour after 6 hours
Chairs: \$ 75.00 / 2 chairs	\$ 25.00 each additional chair

**Official: Thank you for working this event. *Please do the following:***

- **Complete this form and leave it with the Tournament Director**
  - **Make a copy and retain for your records**
  - **Tournament Organization pays Official (not USTA) within 10 days**
  - **Questions on fees or payments? - contact your Assignor per the Junior Tournament Procedure**
- **Complete the Point Penalty Report (incl. code violations) and send to USTA New England per instructions on the form**