

Proof of Payment Sample Sheet

(Invoice detailing inspection costs must be included)

Paid Itemized Invoice Example

NJ ORGANIC BUSINESS 111 FARM ROAD ORGANIC, NJ 08888	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">Date</th> <th style="text-align: center;">Invoice</th> </tr> <tr> <td style="text-align: center;">12/01/2019</td> <td style="text-align: center;">01296</td> </tr> </table>	Date	Invoice	12/01/2019	01296														
Date	Invoice																		
12/01/2019	01296																		
<h3>Certification Invoice</h3>																			
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">DESCRIPTION</th> <th style="text-align: center;">AMOUNT</th> </tr> </thead> <tbody> <tr> <td>2020 certification year fees for organic certification services.</td> <td style="text-align: right;">500.00</td> </tr> <tr> <td> Inspection preparation</td> <td></td> </tr> <tr> <td> On-Site Inspection Time</td> <td style="text-align: right;">70.00</td> </tr> <tr> <td> Report Preparation</td> <td style="text-align: right;">70.00</td> </tr> <tr> <td> Travel Time</td> <td style="text-align: right;">50.00</td> </tr> <tr> <td> Mileage(@ \$0.545/mile) & Expenses</td> <td style="text-align: right;">300.00</td> </tr> </tbody> </table>	DESCRIPTION	AMOUNT	2020 certification year fees for organic certification services.	500.00	Inspection preparation		On-Site Inspection Time	70.00	Report Preparation	70.00	Travel Time	50.00	Mileage(@ \$0.545/mile) & Expenses	300.00	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Terms</th> <th style="text-align: center;">Due Date</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Net 30</td> <td style="text-align: center;">1/25/2020</td> </tr> </tbody> </table>	Terms	Due Date	Net 30	1/25/2020
DESCRIPTION	AMOUNT																		
2020 certification year fees for organic certification services.	500.00																		
Inspection preparation																			
On-Site Inspection Time	70.00																		
Report Preparation	70.00																		
Travel Time	50.00																		
Mileage(@ \$0.545/mile) & Expenses	300.00																		
Terms	Due Date																		
Net 30	1/25/2020																		
Your timely payment is appreciated.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: right;">Total</td> <td style="text-align: right;">\$1060.00</td> </tr> <tr> <td style="text-align: right;">Payments/Credits</td> <td style="text-align: right;">-\$1060.00</td> </tr> <tr> <td style="text-align: right;">Balance Due</td> <td style="text-align: right;">\$0.00</td> </tr> </table>	Total	\$1060.00	Payments/Credits	-\$1060.00	Balance Due	\$0.00												
Total	\$1060.00																		
Payments/Credits	-\$1060.00																		
Balance Due	\$0.00																		

Cancelled Check Example

(required if invoice does not show a zero balance)

Cancelled Check example:

(Can be found through a bank account you can access online, through bank statements received in the mail, or by contacting/visiting your bank)

Account: ASB Free Checking *XXXXX | Check Number: 123 | Date Posted: X/XX/XXXX | Amount: \$250.00

Shows that the other bank received the check