

BILLING PAPERWORK CHECKLIST

QUICK START CHECKLIST

Thank you for assisting our clients with Home Sweet Home services. In order for us to process your invoice in a timely manner, please send the following within 2 days of completing the work:

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Invoice

Must include pay rate, date of service, hours onsite, total hours & reimbursements

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Job Completion Form

Date, individual hours, total hours, client initial & signature

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Debris Removal (if provided)

Name, contact number, cost if you paid them

☐

Brief Recap of Job

Rooms unpacked; % of home completed

Please reach out to your Home Sweet Home coordinator with any questions.
Thank you so much. We appreciate our partnership with you