

BILLING PAPERWORK CHECKLIST

DISCARD & DONATE 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 48 hours of completing the work:

- ☐ Invoice
Must include pay rate, date of service, hours onsite, total hours & reimbursements
- ☐ Cost Savings Report (Excel)
- ☐ Donation Receipt(s)
- ☐ Hauler Information (Did you use one? Y/N)
Name, contact number, cost if you paid them and a copy of the receipt/invoice
- ☐ Other services (Shredder, Dumpster, etc)
Name, contact number, cost if you paid them, and receipts
- ☐ Representative pictures
Need large items and representative photos of the smaller items and the loaded truck whenever possible
**Please note: photos cannot be in 'live' mode or video.*

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