

2. Contractor shall provide a two-part invoice on Contractor's letterhead for goods delivered and/or services rendered. In the case of goods, Contractor shall leave an invoice with each delivery. Each invoice shall have a unique number and shall include the following information:
 - a. Contractor's Name and Address
 - b. Contractor's Remittance Address, if different from a, above
 - c. Contractor's Tax Identification Number (TIN) or Employer's Identification Number (EIN)
 - d. Name of County Agency
 - e. Delivery/Service Address
 - f. Master Agreement Number **MA-042-24010442**
 - g. Description of Services
 - h. Sales Tax, if applicable
 - i. Freight/Delivery Charges, if applicable
 - j. Date(s) of Performance of Service
 - k. Amount of Payment Requested

The responsibility for providing acceptable invoice(s) to County for payment rests with Contractor. Incomplete or incorrect invoices are not acceptable and will be returned.