

# ALDRICH SERVICES



## INSTRUCTIONS FOR INVOICING – YOSEMITE VALLEY SCHOOL FAMILIES

**To ensure that your student's classes are covered by YVS funds,  
please ensure that the following criteria are met:**

1. Request an enrichment certificate from your YVS point person the month *prior* to the month of the actual class dates:

*For example,  
if you would like to schedule two piano classes to occur in August,  
you will need to request the enrichment certificate in July.*

2. Provide your point person with the **correct** information for **each** of the following items:

*For example,*

- **Rate** – \$65 per hour (or \$60 with sibling discount)
- **Duration for One Class** – one hour
- **Number of Classes** – 2
- **Total Amount Requested** – \$130 (or \$120 with sibling discount)
- **Dates for Classes** – August 21-31
- **Vendor Name** – Aldrich Services

3. Enrichment certificate should cover only **one month** at a time.