

Producer Invoice Instructions (NPS Primetime and Kids)

Please see the below instructions regarding the PBS Producer Invoice procedure. All producers are required to submit an invoice when requesting production payments from PBS including those due upon contract execution. This policy will allow PBS to more accurately track payment requests and tie those payments to the receipt of production deliverables. It will also create an audit trail for the funding of productions.

For your convenience, PBS will provide an invoice template that can be accessed from the PBS Redbook at <http://www.pbs.org/producers/redbook/> or producers can request a copy of the invoice template from their PBS contact. Step-by-step instructions are provided below. Producers that currently submit their own invoice may continue to do so but must include the reason for the payment request and list the associated deliverables. Please note it is PBS policy that all payments will be made via check. Please provide the billing address and to whose attention the bill should be sent.

The invoice instructions are as follows:

- Step 1: Enter the producer name, to whose attention the check should be sent along with the proper billing address, and the phone number in the appropriate fields;
- Step 2: Enter the name of the contract or production in the "For" field;
- Step 3: Enter the payment number (e.g., Payment 1 of 3);
- Step 4: Enter a description or reason for payment (as stated in the payment schedule of the contract);
- Step 5: If deliverables are being submitted, please list them;
- Step 6: Enter the amount of the payment requested and the total amount for the invoice;
- Step 7: Submit the invoice as an attachment via email to prodmgmt@pbs.org or via mail attention Reid Walsh, Production Management.

If you have any questions or concerns regarding this policy, please send an email to prodmgmt@pbs.org.

We hope that this new policy will, in the long run, help to expedite our payments to you. Thank you for your continued support and cooperation.

Producer Invoice (Fundraising Programming)

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- Step 3: Enter the payment number (e.g., Payment 1 of 3);
- Step 4: Enter a description or reason for payment (as stated in the payment schedule of the contract);
- Step 5: If deliverables are being submitted, please list them;
- Step 6: Enter the amount of the payment requested and the total amount for the invoice;
- Step 7: Submit the invoice as an attachment via email to Dani Cook (dcook@pbs.org) or Roberto Rodriguez (rrodriguez@pbs.org) or via mail to either Dani or Roberto

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