

Instructions for Calculating an Invoice for Institutional/Agency Membership Payment

1. Complete information for the Institution / Agency that is paying the invoice. Contact information and email should be whoever is authorizing the invoice.
2. First select a Lab Size or Open Flex Enrollment option. Note: Open Flex Enrollment is simpler and provides maximum support to AAVLD operations.
3. Next list the employees that you intend to enroll.
4. Formula for calculating payment to AAVLD:
 - a. **Lab Size Method:**
Lab Fee + Sum of Membership Fees for those enrolled – Credit = \$ Amount Invoiced
 - b. **Open Flex Enrollment Method:**
Sum of Membership Fees for those enrolled + \$500 (base fee) = \$ Amount Invoiced
5. Examples: *all residual stays with AAVLD to benefit operations for CE and training.
 - a. **Lab Size Method:** A Medium Sized lab chooses to enroll 5 faculty/professional staff @ \$250 each and 4 technical staff @\$100 each.
*To determine invoice: \$1500 (medium lab rate) + \$1650 (fee for those enrolled) - \$1200 (credit) = \$1,950 (amount invoiced)
 - b. **Lab Size Method:** A Small Sized lab chooses to enroll 2 faculty/professional staff @ \$250 each and 1 technical staff @\$100 each.
*To determine invoice: \$1000 (small lab rate) + \$ 600 (fee for those enrolled) - \$800 (credit) = \$800 (amount invoiced)
 - c. **Open Flex Enrollment Method:** A lab of any size chooses to enroll 8 faculty/professional staff @ \$250 each, 5 technical staff @ \$100 each, 3 Graduate Students and 2 Residents @ \$25 each.
*To determine invoice: \$2,625 (fee for those enrolled) + \$500 (base fee) = \$3,125 (amount invoiced)
 - d. **Example of Lab not authorized to enroll employees:** A medium sized lab enrolls no employees.
To determine invoice: \$1500 (medium lab rate) + \$ 0 (fee for those enrolled) - \$1200 (credit) = \$300 (amount invoiced)