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:** 
      \[ \text{Lab Fee} + \text{Sum of Membership Fees for those enrolled} - \text{Credit} = \text{Amount Invoiced} \]
   b. **Open Flex Enrollment Method:** 
      \[ \text{Sum of Membership Fees for those enrolled} + $500 \text{ (base fee)} = \text{Amount Invoiced} \]
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)