



Corrales Arts Center **Instructor Invoice**

Thank you for your support of the Corrales Art Center and your contribution to the enrichment of our membership. Please fill out the first two sections and submit this form to receive payment for your services. If you have any questions, please contact Education@CorralesArtsCenter-NM.org.

Instructor Information

Instructor name:

Phone:

Email:

Preferred contact method: phone email

Mailing address:

Class Information

Class title:

Number of sessions completed:

Completion Date:

Number of students:

Comments:

For Internal Use Only

Approved by:

Date:

Check #:

Date:

Amount Paid:

Instructor Payment Plan – CAC uses two fee structures:

1. 70% / 30%

- ▶ Instructor receives 70% of tuition, CAC receives 30%
- ▶ CAC provides space (Center, CES, Community Center)

2. 75% / 25%

- ▶ Instructor receives 75% of tuition, CAC receives 25%
- ▶ Instructor provides space (studio, etc.)

You may also email this form as an attachment to:
Education@CorralesArtsCenter-NM.org

corralesartscenter.org

4940 Corrales Road, Suite 100 • Corrales, NM 87048 • 505.508.5074