



# Work Product Assignment Tracker INVOICE PAYMENT FORM

**ASA Publishing Corporation**  
WHERE OUR VISION MEETS INNOVATION  
-AUTHORIZED FOR ASA OUTSOURCERS ONLY-

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## MANUSCRIPTS THAT NEED TO BE ACCOMPLISHED

Completed (v)	Title of MANUSCRIPT	Published Number of Pages/Extra Artwork (If applicable to Position)	Date Payment Cleared		
1 <input type="checkbox"/>			/ /		
2 <input type="checkbox"/>			/ /		
3 <input type="checkbox"/>			/ /		
4 <input type="checkbox"/>			/ /		
5 <input type="checkbox"/>			/ /		
6 <input type="checkbox"/>			/ /		
7 <input type="checkbox"/>			/ /		
8 <input type="checkbox"/>			/ /		
9 <input type="checkbox"/>			/ /		
10 <input type="checkbox"/>			/ /		
Work Product Assigned To:		Position:			
<i>-The numbers 1-10 above are in conjunction with the same numbers of the task that are completed and to be paid out below.-</i>					
No.	Payment Due	Reduction Cost	Reason	Balance Owed	Balance Paid
1	\$_____	\$_____		\$_____	\$_____
2	\$_____	\$_____		\$_____	\$_____
3	\$_____	\$_____		\$_____	\$_____
4	\$_____	\$_____		\$_____	\$_____
5	\$_____	\$_____		\$_____	\$_____
6	\$_____	\$_____		\$_____	\$_____
7	\$_____	\$_____		\$_____	\$_____
8	\$_____	\$_____		\$_____	\$_____
9	\$_____	\$_____		\$_____	\$_____
10	\$_____	\$_____		\$_____	\$_____
Subtotal				\$_____	\$_____
Date Paid		/ /	Payer Initial _____	Total amount paid this publishing cycle \$_____	

This Tracker/Invoice is in conjunction with each ASSOCIATE'S subcontracting position and CONTRACTUAL AGREEMENT with ASA Publishing Corporation. An Associate is an independent contractor, not an employee of ASA Publishing Corporation. ASA Publishing Corporation will prepare and report a 1099 for any payment received by the Associate in excess of the current IRS guides of \$600/year. ASA Publishing Corporation will report payments to the IRS on a "cash basis" in that ASSOCIATE will only have to claim (report to the IRS) if ASA Publishing Corporation actually issues a money order/check to the ASSOCIATE for payment for services provided.