

Contract for Services/Materials
Erie County Family & Children First Council



TO: _____

Address: _____

The Wraparound Team for the _____ Family requests you provide the following materials or service:

Description of materials or service: _____

Dates of service to be provided: From _____ to _____

Amount of funding requested for service: \$ _____

The Family & Children First Council of Erie County agrees to pay the above amount upon completion of service or receipt of materials when a detailed invoice is submitted.

You understand that the Family & Children First Council must receive an invoice for the service/materials in order for you to be paid for the service/materials provided. If you do not have a company invoice, please request that the Service Coordinator provide you with an invoice to be filled out and submitted. Dates of service must be reflected on the invoice. The invoice total must not exceed the agreed upon total for the service stated above. Additional costs must receive prior approval or will not be reimbursed. Please be informed that we are a tax exempt government agency, therefore we cannot pay any taxes for service. If you need the tax exempt #, please request it and it will be provided to you.

All Invoices must be state that they are for: **The Family & Children First Council**

All invoices need to be submitted to:

Fran Bergmoser
Family & Children First Council
414 Superior Street
Sandusky, Ohio 44870

Please signify your approval of this agreement by completing the form below and return one copy to us for our files.

Signed _____
Service Coordinator

I agree to perform the work listed above, and I accept the terms of this agreement as stated above.

Signature _____ SSN or Federal Tax ID # _____
(Vendor) (Required by IRS)