

Sample of a Good Invoice



Professional Service, Inc.

# Invoice

Date: 4/4/2014  
INVOICE # 1001

PO# 4510000000 (10 Digits)  
Network: (10 Digits), Activity Code (5 digits)  
Or  
Workorder: (xxx Digits)  
Location: Well/Pad Name

TO

John Smith  
Hess Legal Entity  
[Street Address]  
[City, ST ZIP Code]  
[Phone]

SHIP  
TO

John Smith  
Hess Legal Entity  
[Street Address]  
[City, ST ZIP Code]  
[Phone]

Salesperson	Job	Shipping Method	Shipping Terms	Delivery Date	Payment Terms	Due Date
Dave Williams	3444	FOB Destination			30 Days	05/04/14

Qty	Item #	Description	Unit Price	Discount	Line Total
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## Good Invoice

- 8-1/2" x 11" White Paper (No Color or Carbon Copies)
- Black Font (No Color)
- Portrait Orientation
- Correct Billing Information (*Obtain from Hess Representative prior to work being performed or materials delivered*):
  - Billed to the correct legal entity
  - Includes cost coding:
    - PO#
    - Network and Activity Code
    - Workorder # (in lieu of a Network and Activity)
    - Well Location
    - Hess Contact Person
- Attach supporting documentation (i.e. 3<sup>rd</sup> party charge receipts, signed delivery tickets, inspection reports, timesheets, etc.)
- Submit Invoice within 1 day of service/materials rendered to: [Vendoreppo@hess.com](mailto:Vendoreppo@hess.com)
  - One Invoice per email (Tiff format)

Total
