
Billing to External Clients

Office of Research Services

Guideline

1.0 Purpose

- 1.1 All research billings to external clients must be processed through the Office of Research Services

2.0 Applicability

- 2.1 University-wide

3.0 Definitions

- 3.1 None applicable

4.0 Implementation

- 4.1 Informal invoices produced by the researcher or the department are not acceptable.
- 4.2 To have an invoice sent to an external client, either complete the Request for an External Invoice form or send the pertinent information to the Accountant Budget Analyst-Grants or Contracts. Include the name of the external client as well as the address, contact name, dollar amount, details and any other information required by the contract or grant.
- 4.3 For information on whether taxes are applicable, go to the Taxes Web page.

5.0 Interpretation and Questions

- 5.1 For further information please contact: Dwight Ball Executive Director, ORS Tel: (506) 453-3558 Fax: (506) 453-3522 E-mail: fdball@unb.ca