

SAMPLE INVOICE on your letterhead

Trainers - R - Us

1234 Your Street, Seattle, WA zip code (206) 222-2222 your email address

INVOICE FOR SERVICES

Invoice Number:

Tax Id Number:

Date of Invoice: 10/13/03

UW Professional & Organizational Development
Attn: Amy Schrader
Campus Box 354962
Seattle, WA 98195-4962

Training Services

Date of Class/Service:

9/29/03	Teach Quarterly Course ABC 4 hours @ \$XXX/hr	\$XXX
9/30/03	Teach Quarterly Course ABC 4 hours @ \$XXX/hr	\$XXX

Total Charges	\$XXX
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