

[Your business name]

[Street address, city, state ZIP]

[Phone] · [Email] · [Website]

INVOICE

Invoice # [0001]

Date [MM/DD/YYYY]

Due [MM/DD/YYYY]

Period [MM/DD – MM/DD]

BILL TO

[Customer name]

[Street address]

[City, state ZIP]

[Phone or email]

STUDENT

[Student name, grade — subjects]

[Online, in home or at your studio] · [Regular days and time]

Sessions this period: [dates]

DESCRIPTION	QTY	RATE	AMOUNT
[Subject] — [60]-minute session [Sessions this period × rate; dates in the student block]			
[Subject] — [90]-minute session [Longer sessions or exam practice]			
Package — [n] sessions, prepaid [Package price; sessions used this period listed]			
Group session — [subject] [Per student, per session]			
Materials — [workbook, printed practice sets] [At cost]			
Travel — in-home sessions beyond [x] miles [If you charge it]			
		Subtotal	
		Sales tax / GST / VAT ([rate]%)	
		Deposit received	
		Balance due	

PAYMENT

[Due within [7] days. How to pay.]

NEXT PERIOD

[Dates and times for next month; anything the parent should book or bring.]