

INVOICE

[Invoice Number]

Date: [Date]

Due Date: [Due Date]

FACILITATOR (FROM)

[Facilitator Name]

[Email Address]

[Phone Number]

[Address/Location]

CLIENT (TO)

[Organization Name]

[Contact Person]

[Organization Address]

Description of Services	Date of Seminar	Hours/Units	Rate	Amount
[Online Seminar Title - Facilitation Fee]	[Seminar Date]	[0.00]	[\$[0.00]]	[\$[0.00]]
[Preparation & Materials Development]	-	[0.00]	[\$[0.00]]	[\$[0.00]]

Total Balance Due: \$[0.00]

PAYMENT INSTRUCTIONS

Bank Name: [Bank Name]

Account Name: [Account Name]

Account Number / IBAN: [Number]

PayPal/Digital: [Payment Handle]

Thank you for the opportunity to facilitate this online seminar.