

PROFESSIONAL INVOICE

[Instructor Name]
[Email Address]
[Phone Number]
[Website/LinkedIn]

Invoice #: [0000]
Date: [Date]
Due Date: [Date]

Bill To:

[Client Name / School Name]
[Department / Contact Person]
[Address]

Description of Services (ESL/EFL)	Hours/Qty	Rate	Total
[Service Name: e.g., Business English Coaching]	[0.00]	[\$[0.00]]	[\$[0.00]]
[Service Name: e.g., Curriculum Development]	[0.00]	[\$[0.00]]	[\$[0.00]]
[Service Name: e.g., IELTS Preparation Session]	[0.00]	[\$[0.00]]	[\$[0.00]]

Subtotal: \$[0.00]
Tax / Adjustments: \$[0.00]
Balance Due: \$[0.00]

Payment Information:

[Bank Name / PayPal / Transfer Details]
[Account Number / IBAN]

Notes: Thank you for the opportunity to assist with your language learning goals.