

[Language School Name]

[Address Line 1]

[Address Line 2]

[Phone Number]

[Email/Website]

INVOICE

Invoice #: _____

Date: _____

Due Date: _____

BILL TO:

[Student Name]

[Student ID]

[Parent/Guardian Name]

[Address]

PROGRAM DETAILS:

Language: _____

Level: _____

Term: _____

Description	Qty/Hours	Unit Price	Total
Tuition Fees			\$
Registration Fee (One-time)			\$
Course Materials / Books			\$

Description	Qty/Hours	Unit Price	Total
Other: _____			\$ _____
			Subtotal: \$ _____
			Discount: (\$ _____)
			Tax: \$ _____
			TOTAL AMOUNT DUE: \$ _____

Payment Instructions:

Please make checks payable to **[School Name]**. For bank transfers, use Account #: [Number] Swift: [Code].

Note: A late fee of [Percentage]% may apply to payments received after the due date.