

INVOICE

[Company Name]
[Street Address]
[City, State, Zip]

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

BILL TO:

[Client Name]
[Client Company]
[Address]

TRAINING PROJECT:

[Workshop Title / Project Name]
[Training Dates]

Description of Training Services	Quantity	Rate	Amount
[Service Item/Module Name]	[0]	\$0.00	\$0.00
[Service Item/Module Name]	[0]	\$0.00	\$0.00
[Materials/Travel Expenses]	[0]	\$0.00	\$0.00

Subtotal: \$0.00
Tax: \$0.00
Total Due: \$0.00

PAYMENT INSTRUCTIONS:

Bank Name: [Name] | Account: [Number] | Wire/Swift: [Code]

Thank you for your business.