

# INVOICE

# [Invoice Number]

Date: [Date]

**[Tutor Name/Company]**

[Address]

[Phone Number]

[Email]

**BILL TO:**

[Client/Parent Name]

[Student Name]

[Address]

**PAYMENT TERMS:**

Due Date: [Date]

Method: [Cash/Check/App]

Date	Subject/Session Description	Duration	Rate	Amount
[Date]	[Subject Name] - Tutoring Session	[Hours] hr	[\$[Rate]/hr	[\$[Total]
[Date]	[Subject Name] - Tutoring Session	[Hours] hr	[\$[Rate]/hr	[\$[Total]
	Additional Materials: [Item Name]	-	-	[\$[Amount]

Subtotal: \$0.00

Tax: \$0.00

**Total Balance: \$0.00**

**Notes:** Thank you for your business. Please make checks payable to [Name].