

YOUR NAME

[Email]
[Street Address]
[City, ST ZIP Code]
Phone [(509) 555-0190] Fax [(509) 555-0191]

INVOICE

INVOICE #[100]
DATE: JANUARY 23, 2013

TO:
[Name]
[Company Name]
[Street Address]
[City, ST ZIP Code]
[Phone]

FOR:
[Project or service description]
[P.O. #]

These are suggestions only. All are legitimate charges, which you may choose not to waive if you can get client to agree to them. You should always make them visible, though, so client appreciates the true bargain you are! If you have other legit expenses, add them. If you expect to be paid for all charges (that's what we want in the long run) be sure they are covered in your MOU, too.

DESCRIPTION	Hours	RATE	AMOUNT
Per Memorandum of Understanding/Contract Dated ____			
Teaching Artist plan and design units of study for x classroom teachers in x classrooms -- Flat fee (add in this fee, even if you are not going to charge for it—then subtract as a give-back rather than not include it at all)		150.00	-150.00
Classroom teaching in partnership with x teachers in x classes for x sessions	25	65.00	1,650.00
Courtesy discount per agreement (if you are going to charge less than the community average, include that as a courtesy discount)			-650.00
Teacher professional development/coaching workshop fee (flat fee or hourly fee)		750.00	750.00
Transportation/mileage/parking/tolls No charge (unless you are able to get reimbursed!)		25.00	-25.00
Materials and supplies No Charge?			42.00
Documentation of student learning @ \$75 flat fee		75.00	-75.00
Administrative overhead @ 10% (add up all charges not including discounts, then multiply by .10 to get this charge)		260.00	-260.00
Subtotal all services, materials and reimbursables (total all charges plus admin)			2927.00
Discounts and waived fees			-1160.00
TOTAL DUE			\$1,767.00

Make all checks payable to **Your Name, Your Social Security Number or EIN**
Total due in 10 days from receipt of invoice. Overdue accounts subject to a service charge of 1% per month.

Thank you for your business!