TUTORING INVOICE

TUTOR

Name _____

Address _____

Phone / email _____

INVOICE DETAILS

Invoice no. _____

Invoice date _____

Payment terms _____

Due date _____

Lesson period _____

BILL TO

Name (parent, client or school) _____ Email _____

Address _____

STUDENTS

Student 1 _____ Student 2 _____

Where _____

LESSONS

Date	Student	Subject	Hours	Rate	Amount

Lessons subtotal _____

MATERIALS

Date	Student	Item	Qty	Price	Amount

Materials subtotal _____

HOW TO PAY

Accepted methods _____

Account name _____

Bank details _____

Payment reference _____

Subtotal _____

Total _____

Less: prepayment applied _____

Amount due _____

LESSON TERMS

_____

_____

Thank you. Please quote the invoice number with your payment.