

**SAMPLE INVOICE**

**Suzy Sasspants**

777 Strut Ave.

Vancouver, BC V6Z1X7

778-555-5555

**INVOICE**

INVOICE #12  
DATE: JANUARY 31, 2016

**TO:**  
Stage Door Theatre School  
  
Attn: Hermione Potter  
  
Vancouver, BC

**FOR:**  
January Sub-Teaching

DESCRIPTION	HOURS	RATE	AMOUNT
Subbing for Ballet, Level 1- January 6 <sup>th</sup>	2	25	50
Choreography Workshop, January 15 <sup>th</sup>	2	100	200
TOTAL			\$250.00

Make all checks payable to Suzy Sasspants

Total due in 15 days. Overdue accounts subject to a service charge of 1% per month.

**Thank you for your business!**