**Sample Invoice**

Your Company Letterhead

Complete Contact Information

Invoice Number: 1111

Invoice Date: Sept. 1, 2017

Invoice to: Kent State University

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Term of Entry** | **Student’s Full Name***Required* | **Banner ID***Required* | **Current Semester** | **Grad / Undergrad /ESL** | **Commission Due** |
| Fall 2017 | Joe D. Smith | 810xxxxxx | Fall 2017 | UG | $1854.40 |
| Fall 2017 | Jane E. Adams | 810xxxxxx | Fall 2017 | GR | $1600.00 |
| Fall 2017 | Jeffrey T. Jefferson | 810xxxxxx | Fall 2017 | ESL | $500.00 |
|  |  |  |  |  |  |
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|  |  |  |  |  |  |
|  |  |  |  |  |  |

 TOTAL AMOUNT DUE: **$3954.40**

**Your Banking Information:**

Bank Name

Bank Address

BIC / SWIFT Code

Routing Code (IBAN) / Account Number

Account Name

**PLEASE INCLUDE ONE OF THE TWO FOLLOWING MANDATORY STATEMENTS ON ALL INVOICES:**

**\* I certify that all services were rendered outside the U.S.**

 ***Or:***

**\* I certify that \_\_\_ percent of the services above were rendered in the U.S.**