

INVOICE

Tutoring invoice template
avoinvoice.com

FROM

Your business name _____

Address _____

Phone · email _____

BILL TO

Client name _____

Client address _____

Phone · email _____

INVOICE #	DATE	DUE DATE
_____	_____	_____
STUDENT / SUBJECT	BILLING PERIOD	
_____	_____	

DESCRIPTION	QTY × RATE	AMOUNT
Session: date, subject, length × rate		
Session: date		
Sessions: dates (count × length × rate)		
Makeup session / extra session		
Materials / late cancellation (per terms)		
Prepaid package credit (negative)		

NOTES & PAYMENT TERMS
Due within 7 days. Sessions cancelled with less than 24 hours' notice are billed at 50%; no-shows at the full rate. Prepaid packages expire 6 months from purchase. Pay by Zelle, Venmo or card.

Subtotal

Tax

TOTAL DUE _____