

[Your academy name]

[Street, city, country]
[billing@youracademy.com] · [WhatsApp or phone]

Invoice

Example

Bill to	Invoice no.	INV-00012
Watanabe family	Issue date	1 Nov 2026
Parent: Yuki Watanabe	Due date	8 Nov 2026
yuki@example.com	Billing period	October 2026
Students: Kenji Watanabe, Hana Watanabe	Currency	USD

Date	Student	Description	Type	Min	Qty	Rate	Amount
5 Oct	Kenji Watanabe	Spanish conversation, Daniela	Class	30	1	12.00	12.00
7 Oct	Kenji Watanabe	Spanish conversation, Daniela	Class	30	1	12.00	12.00
12 Oct	Kenji Watanabe	Spanish conversation, Daniela	Class	30	1	12.00	12.00
14 Oct	Kenji Watanabe	Cancelled 1 h before (notice is 3 h)	Late cancellation	30	1	12.00	12.00
19 Oct	Kenji Watanabe	Spanish conversation, Daniela	Class	30	1	12.00	12.00
21 Oct	Kenji Watanabe	Teacher cancelled; makeup on 23 Oct	Teacher cancelled (not billed)	30	1	12.00	0.00
23 Oct	Kenji Watanabe	Makeup for 21 Oct	Makeup class	30	1	12.00	12.00
6 Oct	Hana Watanabe	Piano, Mei	Class	45	1	16.00	16.00
13 Oct	Hana Watanabe	Piano, Mei	Class	45	1	16.00	16.00
20 Oct	Hana Watanabe	Did not join; teacher waited 23 min	Student no-show	45	1	16.00	16.00
27 Oct	Hana Watanabe	Piano, Mei	Class	45	1	16.00	16.00
31 Oct	Maryam Ahmed	Sibling discount, 10% of Maryam's classes	Discount		1	-6.40	-6.40
31 Oct	Kenji Watanabe	Credit from September	Credit	30	1	-12.00	-12.00

How to pay	Classes and charges	136.00
PayPal [Your PayPal.me link, or pay from the PayPal invoice we email]	Discounts	-6.40
Card (Stripe) [Your Stripe payment link]	Credits	-12.00
Wise [Account holder] · [Account number / IBAN] · [Bank code / SWIFT]	Total	117.60
Bank transfer [Bank name] · [Account number] · [Sort code / routing number]	Paid so far	0.00
	Balance due (USD)	117.60

Payment reference: INV-00012

- Notes
- Please put the invoice number in your payment reference so we can match your payment.
 - Classes cancelled at least 3 hours ahead are not charged. Later cancellations and no-shows are charged in full.
 - Classes your teacher cancels are never charged; we offer a makeup class or credit the next invoice.

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Invoice no.

Issue date

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How to pay

PayPal

Card (Stripe)

Wise (wise.com)

Bank transfer

Payment reference:

Notes

Classes and charges

Discounts

Credits

Total

Paid so far

Balance due