**Sample Invoice**

Your Company Letterhead

Complete Contact Information

Invoice Number: 1111

Invoice Date: Sept. 1, 2023

Invoice to: Wright State University

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Term of Entry** | **Student’s Full Name**  *Required* | **Banner ID**  *Required* | **Current Semester** | **Grad / Undergrad /ESL** | **Commission Due** |
| Fall 2023 | Joe D. Smith | 810xxxxxx | Fall 2023 | UG | $ |
| Fall 2023 | Jane E. Adams | 810xxxxxx | Fall 2023 | GR | $ |
| Fall 2023 | Jeffrey T. Jefferson | 810xxxxxx | Fall 2023 | UG | $ |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

TOTAL AMOUNT DUE: **$**

**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.**