INVOICE

Invoice no.: [INV-2026-001]
Invoice date: [date]
Due date: [date]

FROM
[Your name or business name]
[Address, or city and country]
[Email address]
[Business or tax ID, only if your country requires one]

BILL TO
[Student or parent name]
[Email address]
[For a child: the parent or guardian who pays]

Date and time (time zone)	Description	Duration	Rate	Amount
[Tue 3 Nov 2026, 16:00 London time]	[English conversation lesson]	[60 min]	[$40.00]	[$40.00]

Subtotal	[$0.00]
Late cancellation or no-show fee (see terms)	[$0.00]
Package credit or discount	[-$0.00]
Tax (only if you charge it)	[$0.00]
Total due	**[$0.00]**

How to pay

Please pay by [due date] using one of these:
PayPal: [your PayPal link]
Card: [your card payment link]
Bank transfer: [account name, account number or IBAN, bank code]
Use [invoice number] as the payment reference.

Terms

Lessons are scheduled in [your time zone, for example Europe/London].
A lesson moved or cancelled less than [24 hours] before it starts is charged [100%] of the lesson price. A missed lesson is charged in full.
Packages only: prepaid lessons are valid for [number] weeks from the invoice date.

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