

Tutor's name, address and phone no.

**Juliet Hobbs**  
**23 Calmore Road**  
**Totton SO40 3YX**  
**Tel: 023 8087 3476**

**INVOICE**

All invoices must mention the word **INVOICE**.

The payer's name and address. All invoices must mention the words **BILL TO**.

**BILL TO:**  
nzLanguages  
Nora Zine  
105 Imperial Avenue  
Southampton SO15 8PZ

Invoice no and date of issue.

Invoice no.: NZ01F/07  
Invoice date: 31<sup>st</sup> August 2006

Language, client location and duration for each session.

If I agree to pay a supplement for travel, please indicate it separately in a travel expenses column.

Date tuition given.

Language tuition for August 2006

Date	Description	Duration in hour	Hourly Rate	Travel Expenses	Line Total Rate
10.08.06	French Language Tuition Siemens, Southampton	1.5	£20.00	£0.00	£30.00
12.08.06	German Language Tuition Cathy McGraiger, Whiteley	1	£18.00	£3.00	£21.00
17.08.06	French Language Tuition Siemens, Southampton	1.5	£20.00	£0.00	£30.00
19.08.06	German Language Tuition Cathy McGraiger, Whiteley	1	£18.00	£3.00	£21.00
24.08.06	French Language Tuition Siemens, Southampton	1.5	£20.00	£0.00	£30.00
26.08.06	German Language Tuition Cathy McGraiger, Whiteley	1	£18.00	£3.00	£21.00
31.08.06	French Language Tuition Siemens, Southampton	1.5	£20.00	£0.00	£30.00

**SPECIMEN**

**TOTAL DUE AMOUNT : £183.00**

All invoice must state the total amount to be paid.