

Your company letterhead/logo

Commission Invoice (International) – SAMPLE ONLY

Date:

[Your company name]
[Your full company address]

Tel: [number]
Fax: [number]
Email: [address]

INVOICE NO: _____

Invoice to: Centre for English Teaching
University of Sydney (G01)
NSW 2006 Australia

Fax: 61 2 9036 7908

Please pay commission for the following student:

Family Name: _____

Given Name: _____

Student Enquiry Number: _____

Course/Program: (eg: EGP, EAP etc) _____

Start Date: _____

Finish Date: _____

No. of Weeks: _____

Tuition fee: _____ AUD\$

Commission Percentage %: _____

Total commission: _____ AUD\$

Please send cheque made out to:

[Your company name] – send to: [address where cheque is to be sent]

OR

Please transfer payment to the following account

Bank name: _____

Country: _____

Branch name: _____

Branch no: _____

Branch address: _____

Account name: _____

Account no: _____

Swift code: _____

IBAN no: _____

Yours sincerely

[Name of the person in charge of commission claims]
[Company Title]