

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]