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# INVOICE

Invoice No: \_\_\_\_\_  
Date: \_\_\_\_\_  
Due Date: \_\_\_\_\_  
PO Number: \_\_\_\_\_

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## BILL TO

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## TRAINING/WORKSHOP DETAILS

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COURSE / WORKSHOP DESCRIPTION	TRAINING DATE	ATTENDEES	RATE / UNIT	TOTAL AMOUNT
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.....	.....	.....	.....	.....
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.....	.....	.....	.....	.....
.....	.....	.....	.....	.....

Subtotal: \_\_\_\_\_

Tax / VAT: \_\_\_\_\_

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**Total Due:** \_\_\_\_\_

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## PAYMENT INSTRUCTIONS

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**TERMS & CONDITIONS**

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