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| Logo  Description automatically generated |  | **SPEAKER INVOICE** |
|  |  |  |
|  |  | **DETAILS** |
|  |  | DATE:  |
|  |  | INVOICE NO. [#] |
|  |  |  |
| **FROM** |  | **PAY TO: (SPEAKER’S INFORMATION)** |
| [CLUB NAME] |  | [SPEAKER’S FIRST AND LAST NAME] |
| [EVENT NAME] |  | [STREET ADDRESS] |
| [CLUB CONTACT EMAIL] |  | [CITY, STATE, ZIP CODE] |
|  |  | [PHONE] |
|  |  | [E-MAIL] |
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| --- | --- | --- | --- |
| **DESCRIPTION** | **HOURS** | **RATE ($/HR)** | **AMOUNT ($)** |
| **EX: General meeting speaker held on (insert date/time) by (insert speaker name) on (insert topic).**  | **2 hours** | **$25.00** | **$50.00** |
| **Please note: Submit one invoice per speaker.**  | **SUBTOTAL** | **50.00** |
| **TOTAL** | **50.00** |

**NOTES**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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THANK YOU!