



SPEAKER INVOICE

DETAILS

DATE:

INVOICE NO. [#]

FROM

[CLUB NAME]

[EVENT NAME]

[CLUB CONTACT EMAIL]

PAY TO: (SPEAKER'S INFORMATION)

[SPEAKER'S FIRST AND LAST NAME]

[STREET ADDRESS]

[CITY, STATE, ZIP CODE]

[PHONE]

[E-MAIL]

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
		SUBTOTAL	50.00
		TOTAL	50.00

Please note: Submit one invoice per speaker.

NOTES:

THANK YOU!

