

# Workshop Attendance Invoice Sheet

Workshop Name

Enter workshop name

Date

Invoice Number

Enter invoice number

Client/Organization

Enter client/organization name

Contact Person

Enter contact person

Email

Enter email address

Phone

Enter contact number

Attendees

#	Full Name	Email	Signature
1			
2			
3			
4			
5			

Invoice Details

Description	Quantity	Unit Price	Total
Workshop Fee			
Materials			
Other			

Subtotal

Tax

Total Amount Due

Notes

Additional notes or payment instructions

Authorized Signature

Date