

Workshop Attendance Invoice Sheet

Workshop Name

Date

Invoice Number

Client/Organization

Contact Person

Email

Phone

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