

**Fake First Aid Training**

12 First Aid Street  
 Springfield, IL  
 62701  
 123-456-7899

FAKE-SEPTEMBER

INV0001

DATE

Sep 1, 2022

DUE

On Receipt

BALANCE DUE

USD \$1,200.00

## BILL TO

**ABC Widgets**

1234 Easy Street  
 Springfield, IL  
 62701

Only two of the four that were paid  
 for took the course in September

Christine Sisk  
 Gordy Hulten

DESCRIPTION	RATE	QTY	AMOUNT
CPR / AED / First Aid Training - Course for 4 individuals	\$250.00	4	\$1,000.00
CPR / AED First Aid Training Workbooks - Course workbooks for 4 individuals	\$50.00	4	\$200.00

**TOTAL** \$1,200.00

**BALANCE DUE** **USD \$1,200.00**

In our example expenditure report only two individuals took the course in September. This invoice can be used again for the other two individuals.