



2023 Invoice for Contract Instruction

Course information

Instructor: _____

Course title: _____

Course number*: _____ Start date: _____ End date: _____

*Please include session letters

Payment information

Make checks payable to: _____
(if different from instructor name above)

Address*: _____

Phone: _____

Email: _____

*If your address has changed, you MUST contact CFU accounting directly. Address changes will not be accepted with invoices.

Number of tickets submitted†: _____

Minus CFU employee/teacher exchange participant: - _____

Minus "one off the top" (when total # of tickets >5): - 1

Total number of students to be paid for: _____

Rate of pay per student: \$ _____

TOTAL amount due: \$ _____

check if you wish to donate this class

While your CFU Teacher Agreement requires you collect a signed ticket from each student, this requirement will be waived for your virtual class during the extraordinary time triggered by the COVID19 crisis. Instead, please list the names of all students who attended your class on page 2. If you are willing to donate your teaching for this class, please make a note on your invoice. Otherwise, payment will be processed by CFU as soon as it is possible. Thank you for your understanding.

Please send all invoices to (note that omitting "Attn: Teacher Payments" may delay payment):

CFU—Attn: Teacher Payments
7653 E. 1st Place
Denver, CO 80230

or email to: Helen@compuskills.com

Roster of Online/Webinar Class Participants

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____
21. _____
22. _____
23. _____
24. _____
25. _____

I affirm that the above-listed persons participated in my online class/webinar on the date of the course listed on page 1 of this invoice.

Instructor e-signature: _____