



# 2024 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. 1<sup>st</sup> Place  
Denver, CO 80230

**or email to:** Helen@compuskills.com

## Roster of Online/Webinar Class Participants

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
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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: \_\_\_\_\_