

Professional Development Solutions

890 Training Center Drive
Chicago, IL 60601
(555) 456-7890
training@prodev.com

INVOICE #HR-002-2024

Date: February 5, 2024
Due Date: March 6, 2024

BILL TO:

Demo Intranet - Human Resources
123 Company Street
San Francisco, CA 94105

Attn: HR Training Coordinator
training@demo-intranet.com

Description	Qty	Unit Price	Total
Sexual Harassment Prevention Training	50	\$45.00	\$2,250.00
Leadership Development Workshop	15	\$350.00	\$5,250.00
Diversity & Inclusion Seminar	75	\$65.00	\$4,875.00
Performance Management Training	20	\$275.00	\$5,500.00
Employee Onboarding Program Design	1	\$8,500.00	\$8,500.00
Training Materials & Handbooks	160	\$12.50	\$2,000.00
Subtotal:			\$28,375.00
Sales Tax (8.75%):			\$2,482.81
TOTAL DUE:			\$30,857.81

Payment Information

Terms: Net 30 days

Payment Methods: Check, Wire Transfer, or ACH

Service Notes

All training sessions include certified instructors, completion certificates, and follow-up assessments. Materials provided in both digital and print formats. Custom onboarding program includes implementation support.

Questions about this invoice? Contact our billing department at billing@prodev.com or (555) 456-7890