

Sample Mentor Invoice Template

[Your Name]
[Your Address]
[City, Province, Postal Code]
[Email Address]
[Phone Number]

Invoice To:
[Coach/Mentee's Name]
[Coach/Mentee's Address]
[City, Province, Postal Code]

Invoice Number: *[Unique Invoice #]*
Invoice Date: *[Date]*

Description of Services:

Service Provided	Quantity	Rate per Session	Total Amount
Individual Mentorship Session	<i>[#]</i>	\$50	<i>[\$Total]</i>
Group Mentorship Session	<i>[#]</i>	\$25	<i>[\$Total]</i>
Travel Expenses (if applicable)	<i>[#]</i>	<i>[\$Rate]</i>	<i>[\$Total]</i>
Additional Resources (if applicable)	<i>[#]</i>	<i>[\$Rate]</i>	<i>[\$Total]</i>

Total Amount Due: *[\$Total Amount]*

Payment Instructions: *[Provide payment details such as e-transfer information or other accepted methods]*

Notes:

Thank you for your participation in the OVA Mentorship Program! If you have any questions regarding this invoice, please contact me at *[your email or phone number]*.