

Sample Invoice when department submits invoice - (PO)

Eli Yale Consulting

Enhancing Individual, Team and Organization Effectiveness

November 9, 2020

S-312567

\$500.00

PO-1234567

November 13, 2020

da9

Dawn Allen
 Yale School of Management
 165 Whitney Avenue
 New Haven, CT 06511-3729

RE: Leadership – 60 Minute Coaching Sessions

INVOICE: LL 1120

Name	Coaching Date	Fee
Michele Jones	09/23/20	250.00
Sam Smith	09/25/20	250.00
TOTAL		\$ 500.00

Payment within 15 days of receipt is appreciated

Thank you for your business

Eli Yale Consulting
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 eliyaleconsulting@gmail.com