

ORGANIZATION/INDIVIDUAL NAME

123 COMPANY STREET
COMPANY CITY, ST 12345

Capacity Building Invoice

PREPARED DATE

Jun 06, 20XX

EXP. DATE

Aug 06, 20XX

ITEM	PRICE
Item 1 (eg. editing)	2 documents
Item 2 (eg. translator)	\$150 approx
Item 3 (eg. 4hrs of accounting)	4hrs OR \$200 approx
TOTAL	

THIS QUOTATION IS SUBJECT TO THE FOLLOWING
TERMS AND CONDITIONS:

1. Delivery be crucial to the completion of the collaboration
2. Each item must be addressed before agreed upon timelines

AGREED AND ACCEPTED:

NAME

TITLE

DATE