

# Your company letterhead/logo

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## Commission Invoice (International) – SAMPLE ONLY

Date:

[Your company name]  
[Your full company address]

Tel: [number]  
Fax: [number]  
Email: [address]

INVOICE NO: \_\_\_\_\_

Invoice to: Centre for English Teaching  
University of Sydney (G01)  
NSW 2006 Australia

Fax: 61 2 9036 7908

Please pay commission for the following student:

Family Name: \_\_\_\_\_

Given Name: \_\_\_\_\_

Student Enquiry Number: \_\_\_\_\_

Course/Program: (eg: EGP, EAP etc) \_\_\_\_\_

Start Date: \_\_\_\_\_

Finish Date: \_\_\_\_\_

No. of Weeks: \_\_\_\_\_

Tuition fee: \_\_\_\_\_ AUD\$

Commission Percentage %: \_\_\_\_\_

Total commission: \_\_\_\_\_ AUD\$

Please send cheque made out to:

[Your company name] – send to: [address where cheque is to be sent]

**OR**

Please transfer payment to the following account

Bank name: \_\_\_\_\_

Country: \_\_\_\_\_

Branch name: \_\_\_\_\_

Branch no: \_\_\_\_\_

Branch address: \_\_\_\_\_

Account name: \_\_\_\_\_

Account no: \_\_\_\_\_

Swift code: \_\_\_\_\_

IBAN no: \_\_\_\_\_

Yours sincerely

[Name of the person in charge of commission claims]  
[Company Title]