

**The TEFL Academy**

Pembroke House

28-32 Pembroke Street Upper

D02 EK84

Dublin 2

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**Name:**

**Date:**

**Invoice Number:**

INVOICE

**Company Address:**

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D02 EK84

Dublin 2

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| --- | --- |
| **DESCRIPTION** | **AMOUNT** |
| Course Information:  **Venue Location: ()**  **Number of Students attending course:** () (Add £10 per student over 20)  Materials: £50.00  (Add £2.50 per student over 20)  Expenses (if applicable):  **Travel:** Please state amount and include receipts (25p per mile for petrol)  **Accommodation:** Paid for by TEFL Academy  **Food:** £15 per day, for each overnight stay | Tutor Fee:  £    £ |
| TOTAL | £ |

Please notify us of any changes to the following: Address, phone number, email and bank details

**Thank you**