

T.E.A.C.H. Early Childhood® Wisconsin Sample Invoice



When participating in the T.E.A.C.H. Scholarship program, the recipients and centers are responsible for a portion of the educational costs. The T.E.A.C.H. program produces a statement/invoice each month reflecting the activity for the month and the total due. The invoices are due on receipt and are considered late if not paid within 30 days of the invoice date. The following will describe the sections of the invoice/statement and what they mean.

If you have questions regarding this sample invoice, please call WECA at 608-240-9880 option 3.

For more information about T.E.A.C.H. Early Childhood® Wisconsin or WECA, visit wisconsinearlychildhood.org

August 27, 2012

[Redacted]

Dear Sarah:

This is the total amount due on your account at the time the invoice/statement was printed.

Your latest financial statement indicates you currently owe the T.E.A.C.H. Early Childhood® Wisconsin **\$412.42**. Please send a check to the address below at your earliest convenience. Thank you for your continued cooperation. If you have any questions regarding this billing or are unable to pay the amount in full, please contact the financial office at 800 783 9322 Ext. 7241, to make payment arrangements.

For your convenience, we have added the ability to pay online through our website by either credit card or check (e-check). Here is the website:

<http://wisconsinearlychildhood.org/programs/teach>

Sincerely,

T.E.A.C.H. Early Childhood® Wisconsin
JoAnne Nelson

Box 2:
This is the total activity for the 30 days since your last invoice/statement. The amount is a sum of all credits and charges for the month (see page 2 for details) and can be a positive or negative number. In the example given, there was a tuition charge of \$191.73 and a travel credit of \$75. If you subtract one from the other, you get the activity for the month or an increase in the balance of \$116.73.

PLEASE SUBMIT INVOICE WITH PAYMENT TO RECEIVE PROPER CREDIT

T.E.A.C.H. EARLY CHILDHOOD® WISCONSIN

Please make checks payable to
Wisconsin Early Childhood Association
744 Williamson St., Suite 200
Madison, WI 53703

Box 1:
This is the amount due on your account from your last statement.

Due Upon Receipt

Recipient: [Redacted]

Invoice #: [Redacted]

Invoice Terms:
Due upon receipt

Previous Balance Due: **\$295.69**

Balance this Statement: **\$116.73**

AMOUNT DUE: \$412.42

AMOUNT ENCLOSED: [Redacted]

Counselor: Tiffany Falle

Box 3:
This is the total amount due at the time of printing. It is calculated by summing Box 1 and Box 2.

DUE UPON RECEIPT

Recipient: [Redacted]

RECIPIENT INVOICE

Wauwatosa, WI 53213

The sum of all charges for the billing period (last 30 days)

The sum of all credits for the billing period (last 30 days)

TEACH Invoice ID#	Total Charges	Total Credits
██████████	\$191.73	\$75.00

Date	Description	Contract # & Term	Type	Charges	Credits
07/17/12	Recipient - ██████████	1 Summer 2012	Travel		\$75.00
07/17/12	School - ██████████	1 Summer 2012	Tuition	\$191.73	
08/13/12	Facility - ██████████	1 Summer 2012	Release Time	\$0.00	

Billing Detail for the last 30 days

Counselor: Tiffany Falle

Recipient Scholarship Counselor