
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

INVOICE

#12345

November 7, 2018

This is the total **Amount Due** on your account at the time the invoice was printed.

Full Name
Address
City, State Zip code

Dear First Name,

You're latest financial statement indicates you currently owe the T.E.A.C.H. Early Childhood® WISCONSIN \$278.67. Payment is due by the dates shown below. 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. Thank you for your continued cooperation.

Payments should be sent to: 2908 Marketplace Drive., Suite 101, Fitchburg, WI 53719.
You may also pay online through our website by either credit card or check (e-check) at:
<http://wisconsinearlychildhood.org/programs/teach>.

Sincerely,
JoAnne Nelson
T.E.A.C.H. Early Childhood® WISCONSIN

This is the total activity since your last invoice/statement. The amount is a sum of all credits and charges since you were last billed (see page 2 for details) and can be a positive or negative number. In the example given, there was a tuition charge of \$173.10 and travel credit of \$75. If you subtract one from the other, you get the total activity since the last invoice or an increase in the balance of \$98.10.

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

Invoice Terms:
Date payment is due.

This is the amount due on your last invoice.

Due Date: **12/7/2018**

Bill To: **Full Name**
Address
City, State Zip Code
ID# WI-123456

Previous Balance Due: **\$180.57**

Balance this Statement: **\$98.10**

AMOUNT DUE: **\$278.67**

Amount Enclosed:

This is the total **Amount Due** at the time of printing. It is calculated by summing the **Previous Balance Due** and the **Balance this Statement**.

Due Date: **12/7/2018**

Bill To: **Full Name**
Address
City, State Zip Code
ID# WI-123456

Previous Balance Due: **\$180.57**
 Balance this Statement: **\$98.10**
AMOUNT DUE: \$278.67

All financial activity for billing period.

The total of all charges since you were last billed.

The total of all credits since you were last billed.

Total Charges: **\$173.10**
 Total Credits: **\$75.00**

Date	Description	Contract # & Term	Type	Charges	Credits
7/10/18	School- Full Name Funder: Teach 16	1 Fall 2018	Tuition	\$173.10	
7/10/18	School- Full Name Funder: Teach 16	1 Fall 2018	Travel		\$75.00
7/10/18	School- Full Name Funder: Teach 16	1 Fall 2018	Tuition	\$0.00	