

# COLORADO FREE UNIVERSITY

## Invoice for Contract Instruction

Teacher Name: \_\_\_\_\_

### **Class Information**

Class Name: \_\_\_\_\_

Course Number\*: \_\_\_\_\_ Begin Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

\*Please, be sure to include the session letter(s). End Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

### **Payment Information**

Please make checks payable to: \_\_\_\_\_

(If different than above)

Address\*: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

**\*If you have a new/different address you MUST contact accounting directly**

**\*Address updates will not be accepted with invoices.**

Number of tickets submitted: \_\_\_\_\_

Minus CFU employees and/or Teacher Exchange participants

(Does not apply as "one off the top")

\_\_\_\_\_ - \_\_\_\_\_

Minus One Off The Top

(6 or More Signed Student Tickets)

\_\_\_\_\_ - 1 \_\_\_\_\_

Total number of students to be paid for: \_\_\_\_\_

Rate of pay per student: \$ \_\_\_\_\_

**Total Amount Due: \$ \_\_\_\_\_**

As stipulated, per contract, in the CFU Teacher Agreement, a SIGNED ticket from each student attending class must be submitted to CFU within four (4) weeks of the final meeting of a class session, to receive payment. Please contact Dawn Borg at (303) 399-0093 x 2310 or [dawn@compuskills.com](mailto:dawn@compuskills.com) with any questions regarding payment(s).

**Please send all invoices to:**

**CFU – ATTN: TEACHER PAYMENTS** (Anything else can cause delay in payment)

**7653 E 1<sup>st</sup> Pl**

**Denver, CO 80230**

Invoice receipt deadline is 7:30pm on Mondays. If your invoice is received after Monday, it will be held for processing until the following week.