{ENTER COUNTY NAME} County First Steps

COUNTDOWN TO KINDERGARTEN

**MONTHLY INVOICE**

This INVOICE is your request for payment from {ENTER COUNTY} County First Steps and should be used monthly.

1. Enter the visit date, the student's name, and amounts due.
2. Submit your expenses to {ENTER CONTACT INFORMATION}.
3. Remember to complete the bottom left of this sheet with date, teacher, district and school.

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Date of Home or School Visit** | **Student** | **Visit Amount Due** | | | **Mileage Amount Due** | | **Payment to Teacher** |
| **Example: July 2, 2020** | **Example: John Smith** | **Enter $32/visit** | | | **Enter $8.33/visit** | | **Enter $40.33/visit**  **(visit + mileage)** |
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| **Total Invoice Amount (# of visits x 40.33): $** | | | | | | |  |
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| **Date** |  | | | | Use this sheet multiple times for one month if you have more visits than the sheet will allow. | | |
| **Teacher** |  | | | |
| **District** |  | | | |
| **School** |  | | | |