

### Sample Coach Advisor Invoice Template

**[Your Name]**  
**[Your Address]**  
**[City, Province, Postal Code]**  
**[Email Address]**  
**[Phone Number]**

**Invoice To:**  
**[Coach's Name]**  
**[Coach's Address]**  
**[City, Province, Postal Code]**

**Invoice Number:** *[Unique Invoice #]*  
**Invoice Date:** *[Date]*

#### Description of Services:

Service Provided	Quantity	Rate per Session	Total Amount
Individual Support Session	<i>[/#]</i>	<i>/\$50</i>	<i>/\$[Total]</i>
Group Support Session	<i>[/#]</i>	<i>/\$25</i>	<i>/\$[Total]</i>
Travel Expenses (if applicable)	<i>[/#]</i>	<i>/\$[Rate]</i>	<i>/\$[Total]</i>
Additional Resources (if applicable)	<i>[/#]</i>	<i>/\$[Rate]</i>	<i>/\$[Total]</i>

**Total Amount Due:** */\$[Total Amount]*

**Payment Instructions:** *[Provide payment details such as e-transfer information or other accepted methods]*

#### Notes:

Thank you for your participation in the OVA Coach Support & Networking Program! If you have any questions regarding this invoice, please contact me at *[your email or phone number]*.