

**Write Well University™**  
 Corporate Training Division  
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# QUOTE/INVOICE (90-Day)

INVOICE NO. 1002

ISSUE DATE:

**CLIENT INFORMATION**

Company Name: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_

**PAYMENT TERMS**

Due on receipt

**DATE VALID UNTIL**

DESCRIPTION/COURSE TITLE	QUANTITY (# OF SEATS)	3-DAY SEAT RATE	LINE TOTAL
Grammar Essentials Jumpstart			
Business Grammar Essentials			
Workplace Grammar & Style			
Proofreading Skill Builder			
Copyediting Basics 101			
Grant Writing Essentials			
Smarty Pants Vocabulary			
Public Speaking Skills & Drills			
Inclusive Workplace Writing			
SEO Essentials for Social Media			
Prompt Writing Essentials			
High-Impact Business Writing Skills			

**Corporate Package Fees**

- 1-10 seats = \$500
- 11-50 seats = \$1,500
- 51-150 seats = \$4,000
- 151-500 seats = \$7,500
- 501 + seats = \$10,000

**Discount**

- 50+ seats = 0.05% off subtotal
- Tax Rate = 0.0625%

**90-Day Rate**

- 1-10 seats = \$575
- 11-50 seats = \$500
- 51-100 seats = \$475
- 101-500+ seats = \$395

**SUBTOTAL**

**SALES TAX**

**CORPORATE PACKAGE FEE**

**DISCOUNT**

**TOTAL INVESTMENT**

*Thank you for your business! Upon client approval of the contract terms and conditions, this quote becomes an invoice to be paid immediately prior to course enrollment.*