



QUOTE/INVOICE (3-Day)

INVOICE NO. 1002

ISSUE DATE:

CLIENT INFORMATION

PAYMENT TERMS

DATE VALID UNTIL

Company Name: _____

Due on receipt

Contact Name: _____

Email Address: _____

Phone: _____

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%

SUBTOTAL

SALES TAX

CORPORATE PACKAGE FEE

DISCOUNT

TOTAL INVESTMENT

3-Day Intensive Rate

- 1-10 seats = \$475
- 11-50 seats = \$400
- 51-100 seats = \$375
- 101-500+ seats = \$300

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.