choose act ALABAMA

INVOICE GUIDE

Follow this guide to create a complete invoice.

All invoices must include all of the required information listed or they will be rejected.

SAMPLE INVOICE



INVOICE

ABC School (1)
123 Main Street
Anytown, AL 33333

(2) **BILLED TO:**
Mrs. Jane Doe
321 Elm Street
Anytown, AL 33333

Invoice No. 12345

July 1, 2026 (3)

(5)

(4)		
	26-27 School Year - Tuition for Cissy Doe - 3rd Grade	$5,000.00
	26-27 School Year - Tuition for Bubba Doe - 7th Grade	$7,000.00
	26-27 Activity Fee - Cissy Doe	$50.00
	26-27 Science Lab Fee - Bubba Doe	$75.00
	26-27 Testing Fee - Bubba Doe	$100.00

Total Amount Due (6) **$12,225.00**

IMPORTANT NOTE

Invoices **should not** expressly reference the CHOOSE Act Fund, CHOOSE Act Program, or ClassWallet in any form. For example, a tuition invoice should not say that the expense is to be paid from CHOOSE Act funding (i.e., Tuition from CHOOSE Act Fund $7,000; or Student Name CHOOSE Act Fund Tuition $7,000).

An invoice should be a standard invoice noting the minimum requirements stated in the CHOOSE Act Parent Guide.

QUICK CHECKLIST

- Provider Name and Address
- Parent Name
- Student Name
- Date of Invoice
- Date(s) of Service
- Type of Service (what payment is for)
- Total Amount Due

REQUIRED INFORMATION

(Must be included on your invoice.)

1 Provider Name and Address

Your school or business name and complete address.

2 Parent/Guardian Name (Billed to)

The name and address of the parent/guardian who is being billed.

3 Date of Invoice

Include the date of the invoice. Must be a date within the current academic year.

4 Date(s) of Service

Include the date(s) for which the service applies or was provided. Must be within the current academic year between July 1 - June 30.

5 Type of Service and Student Name

Describe the service provided (e.g., Tuition, Supply Fee, Registration Fee). Include the name of the student receiving the service. See allowable fees/expenses listed in the Parent Guide on pp 9-11.

6 Total Amount Due

Include the total amount due by the parent/guardian.

Handwritten documentation will not be approved.