

INVOICE EXAMPLE

(School or School District Letterhead)

Georgia School Board of Education
123 Excellence Street
Anywhere, GA 70000

Please remit to: (either school or school system) My School or My School District
456 Great Education Drive
Everywhere, GA 70000

(Date of Fieldtrip): November 2, 2012
174 miles roundtrip x \$1.30/mile = \$226.20
Driver \$20.00/hour for 8 hours = \$160.00

Total Amount = \$386.20

Please send to :

Janet Harris
Jimmy Carter Library
441 Freedom Parkway
Atlanta, GA 30307
Fax: 404/865-7102
Email: janet.harris@nara.gov