

INVOICE

Sample Internal Invoice to the Chamber

Contact Name
Company Name
Address
City, State, Zip
Phone Number

Date 10/8/2021	Page 1
Purchase Order Number PLA2107-08	

The Chicago Chamber of Commerce
The Wrigley Building
410 North Michigan Ave. Suite 900
Chicago, IL 60611

Reference ETIP GRANT	Name [REDACTED]	Vendor Num CCC
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Qty. Ordered Due Date	Item Number	Description	Number of hours	Hourly rate	TOTAL
	1	[REDACTED] Software Training provided by [REDACTED]	8		\$5,436.00
	2	Trainers: [REDACTED] Strategic Role of Inventory Management and how to optimize inventory levels. Trainer: [REDACTED]	40	\$125.00	\$5,000.00
	3	KANBAN System Design for manufacturing employees. Trainer: [REDACTED]	40	\$125.00	\$5,000.00
	4	KANBAN System Inventory Implementation for manufacturing employees. Trainer: [REDACTED]	40	\$125.00	\$5,000.00
	5	Distribution and Service Inventories for manufacturing employees/Inventory Accuracy and Audits I Trainer: [REDACTED]	40	\$125.00	\$5,000.00
	6	Systems for Inventory Planning and Replenishment for manufacturing employee/Inventory Accuracy and Audits Trainer: [REDACTED]	40	\$125.00	\$5,000.00
	7	Inventory Accuracy and Audits/Just-In- Time and Inventory Process Improvement Trainer: [REDACTED]	40	\$125.00	\$5,000.00
	8	Packaging of Medical Devices and Combination Products FDA current Good Manufacturing Practices (cGMP)	40	\$125.00	\$5,000.00
			Total		\$40,436.00
			Paid by [REDACTED]		- \$20,218.00
			Outstanding amount (50%) of training costs to be paid by CCC ETIP Grant		
			Total purchase order		\$20,218.00



Sample Trainer Invoice to the Company

1100 East Warrenville Road -STE 150
Naperville, IL 60563
Phone: (630) 505-0500 Fax: (630) 505-0630
www.illinoisbis.org

Contact Name
Company Name
Address
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Invoice Document

Generated: 7/6/2020

Inv. #	Invoice Date	Due Date	Training Information	Hours/Qty	Cost	Total	Grant Total	Company
64390	6/2/2020	6/17/2020	ISO 9001:2015 Detailed Review - Quality Standards Implementation	<i>Invoice includes:</i>				
	05/07/20		Trainer: [REDACTED]	7	\$280.00	\$1,960.00	\$0.00	\$1,960.00
	05/08/20		Trainer: [REDACTED]	5	\$280.00	\$1,400.00	\$0.00	\$1,400.00
	05/14/20		Trainer: [REDACTED]	10.5	\$280.00	\$2,940.00	\$0.00	\$2,940.00

Original invoice #64367

Total Invoice Amount: \$6,300.00

Company Amount Due for this invoice: \$6,300.00

PLEASE NOTE: This invoice reflects a 100% charge for training fees. After ETIP funding is received, this company will be reimbursed by the Chicagoland Chamber a percentage of training fees for the cost of eligible training hours and materials, approval and receipt of all required documentation from company. If all required documentation is not received or not approved by DCEO, this company WILL BE INELIGIBLE for any grant funding reimbursement and will remain responsible for full payment of 100% of the training fees.



Total Statement Amount:	\$6,300.00
Potential Grant Fund Applied:	\$0.00
Grant Payments Applied:	\$0.00
Company Payments Applied:	\$6,300.00
Total Company Amount Due:	\$0.00

Please make check payable to Illinois BIS and remit to the address above. If you are interested in electronic payments via ACH or Wire Transfer, please submit your authorization agreement or contact us for more information.