

# Tutoring invoice: one line per session

Every line names the date, the student, the subject and the minutes, so a parent sees what they are paying for without asking. The amounts below are an example.

FROM

**Your centre name**  
Street, city, postal code

GST / QST NUMBERS  
Only if you are registered

BILL TO

**Parent or guardian name**

INVOICE NUMBER  
**2026-001**

INVOICE DATE · DUE DATE

| Date       | Student   | Subject or service | Minutes | Rate per hour | Amount  |
|------------|-----------|--------------------|---------|---------------|---------|
| 2026-10-06 | Student A | Math, grade 9      | 60      | \$55.00       | \$55.00 |
| 2026-10-13 | Student A | Math, grade 9      | 60      | \$55.00       | \$55.00 |
| 2026-10-15 | Student B | French, grade 6    | 45      | \$55.00       | \$41.25 |

|                                     |                 |
|-------------------------------------|-----------------|
| Subtotal                            | \$151.25        |
| GST (5%), only if you charge it     | \$0.00          |
| QST (9.975%), only if you charge it | \$0.00          |
| <b>Total</b>                        | <b>\$151.25</b> |
| Paid to date                        | \$0.00          |
| <b>Balance due</b>                  | <b>\$151.25</b> |

HOW TO PAY

Interac e-Transfer to [your email], with the invoice number as the message. Or by card through your payment link.

Taxes.

Tutoring tied to a student’s elementary or secondary school courses is generally exempt from GST/HST and, in Québec, from the QST. Leave the tax lines at zero unless you charge them.