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| --- | --- |
| Invoice Number | Invoice Date |

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| --- | --- | --- |
| Bill To |  |  |
| City of Redwood City  1017 Middlefield Road  Redwood City, CA 94063  Attention: **Regional Training & Development Consortium c/o Sandra Moniz, Human Resources**  Submit via email to: smoniz@redwoodcity.org |  |  |

| Quantity | Description | Unit Price | Total |
| --- | --- | --- | --- |
| # | *Brief description of Goods or Services* | $ | $ |
|  | ***\*\*Include Training Date and Title\*\**** |  |  |
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| **Total Due By (Insert date)** | **$** |
|  |  |

*If you are a host agency requesting reimbursement, please attach your receipt(s).*

*If you are a new vendor (instructor or host agency), please submit a W9 Form with your first invoice.*