

This simple guide details our invoice and payment process for tuition and other charges at LLL.

- 1) **#1 AA:** This box is where you see information on vouchers for each child. The child's name will be abbreviated. If you have one child only box 1 will be completed.
- 2) **#1V for Yr:** This is the number of vouchers child #1 is currently eligible for.
- 3) **#1V Left:** This is the number of vouchers left for credit.
- 4) **Date:** The date the invoice was created.
- 5) **Date:** Contracted tuition hours and lunch charges are noted for the whole week by the Friday date. Other charges are noted by the date of service. Payments are dated when deposited.
- 6) **Category:** The description of the service.
  - a. **Time Outside of Scheduled** fees indicate you dropped your child off early or picked up late.

**Lakeland's Little Learners**  
240 E Commerce Court  
Elkhorn, WI 53121  
Federal ID 39-1519609

aa aa  
123 First Ave  
Elkhorn, WI 53121

**Invoice**

#1 AA	#2	#3
#1V for Yr 4.00	#2 V for Yr 0.00	#3 V for Yr 0.00
#1V Left 3.00	#2 V Left 0.00	#3 V Left 0.00

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Page #: 1

November 9, 2016

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Date	Category	Child	Class	Description	Charges	Payments	Balance										
<b>PREVIOUS BALANCE: \$50.00</b>																	
11/15/2016	Payment			PSN 11/11/16		\$193.20	\$-143.20										
11/17/2016	Time Outside of Scheduled	AA AA	1	0.25 Hours	\$5.00		\$-138.20										
11/18/2016	Tuition-Infant & Toddlers	AA AA	1	2 Days/16.00 Hours	\$83.20		\$-55.00										
11/18/2016	Lunch Charge	AA AA	1	2 Days	\$5.60		\$-49.40										
11/18/2016	Forgot to Sign In/Out	AA AA	1	FSO	\$5.00		\$-44.40										
11/24/2016	Voucher - IT	AA AA	1	#1 of 4 for 2016		\$41.60	\$-86.00										
11/25/2016	Tuition-Infant & Toddlers	AA AA	1	2 Days/16.00 Hours	\$83.20		\$-2.80										
11/25/2016	Lunch Charge	AA AA	1	1 Day	\$2.80		\$0.00										
<b>Current Totals</b>					<b>\$184.80</b>	<b>\$234.80</b>	<b>\$0.00</b>										
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Previous Balance</th> <th style="width: 15%;">Total Charges</th> <th style="width: 15%;">Total Credits</th> <th style="width: 15%;">Total Payments</th> <th style="width: 15%;">Current Balance</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">\$50.00</td> <td style="text-align: center;">\$184.80</td> <td style="text-align: center;">\$41.60</td> <td style="text-align: center;">\$193.20</td> <td style="text-align: center;">\$0.00</td> </tr> </tbody> </table>								Previous Balance	Total Charges	Total Credits	Total Payments	Current Balance	\$50.00	\$184.80	\$41.60	\$193.20	\$0.00
Previous Balance	Total Charges	Total Credits	Total Payments	Current Balance													
\$50.00	\$184.80	\$41.60	\$193.20	\$0.00													

This is your invoice for Nov 14-18, dated 11/18/16 and for Nov 21-25, dated 11/25/16, plus any late pick-ups for the past 2 weeks or late payment fees if applicable.  
There is no school for any EASD students on Nov 23-25.  
Thank you.  
Have a great week everyone!!

- 7) **Child:** The child for which the service was for.
- 8) **Class:** The child's abbreviated classroom name.
- 9) **Description:** Description of the transaction such as:
  - a. **PSN:** Payment Service Network is a third party payment processor. The date under the description is the date the transaction was made.
  - b. **FSO:** Failed to Sign Out
  - c. **FSI:** Failing to Sign In.
- 10) **Previous Balance:** Not relevant! This is the amount provided that was due or credit on the date the ledgers are printing back to.
- 11) **Charges:** The total fee for the service for that date.
- 12) **Credits & Payments:** Credits may include vouchers for days your child is not in school. You must request vouchers.
- 13) **Balance:** The running total.
- 14) **Current Balance:** The amount due by Fee Friday at 5 pm (may include a past due amount).
- 15) **Notes:** Important information regarding your invoice. Here we also include reminders about days off school and special events.

## Payment Service Network

**Pay by credit card, check or savings**

**PAY BILLS ONLINE** by check or savings. Go to [lakelandlittlelearners.com](http://lakelandlittlelearners.com) Click on the bill payment link. You will go to our payment processor's website where you should register and make your payment.

**PAY ON MOBILE DEVICE** by check or savings. Download "PSN Payments" from the App Store or Google Play. Note register online before using the app.

**CALL TO PAY** by credit or debit card. 1-866-917-7368.

Convenience fees apply: \$1.00 for checks and savings online; or \$6.00 for credit and debit card phone payments.

**PAY IN PERSON:** You may pay with cash or check at the LLL office with no additional fee.