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INVOICE

Street address
City, ST ZIP
Phone: <Phone number>
Fax: <Fax number>
<Email>

Date: 12/23
Invoice #: 1111
For: PO # 123456

Bill To:

Contact at company
Company name
Street address
City, ST ZIP
Phone number

Quantity	Description	Unit price	Amount	Discount applied
1	Item Number 1	\$ 1,00	\$ 1,00	
1	Item Number 2	\$ 1,00	\$ 1,00	
1	Item Number 3	\$ 1,00	\$ 1,00	
1	Item Number 4	\$ 1,00	\$ 1,00	
			\$ 0,00	
			\$ 0,00	
			\$ 0,00	
			\$ 0,00	
Subtotal			\$ 4,00	

Make all checks payable to <Company name.> If you have any questions concerning this invoice, contact <Name> at <Phone number>, <Email>.

Thank you for your business!

Credit	\$ 1.000,00
Additional discount	15%
Balance due	\$ (996,60)

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