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|  | Microsoft invoicing icon | [Microsoft invoicing](https://products.office.com/en-us/business/microsoft-invoicing/invoice-software)[Get paid fast with great looking invoices and online payments.](https://products.office.com/en-us/business/microsoft-invoicing/invoice-software)[Designated for small businesses.](https://products.office.com/en-us/business/microsoft-invoicing/invoice-software) |
|  | [Tired of doing invoices manually? Do you want to get paid earlier? Sign up for Microsoft Invoicing today.](https://products.office.com/en-us/business/microsoft-invoicing/invoice-software) |
|  | Invoice |  |  |
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| Street addressTown/City, County/Region, Postcode Phone Enter phone | Fax Enter faxEmail | Website  |  | INVOICE # **Invoice No**DATE **Enter Date** |
| TO:NameCompany NameStreet addressTown/City, County/Region, PostcodePhone Enter phone | Email |  | SHIP TO:Recipient NameCompany NameStreet addressTown/City, County/Region, PostcodePhone number: Phone Number |
| INSTRUCTIONSAdd additional instructions |
| QUANTITY | DESCRIPTION | UNIT PRICE | TOTAL |
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|  | SUBTOTAL |  |
|  | SALES TAX |  |
|  | SHIPPING & HANDLING |  |
|  | TOTAL DUE |  |

Thank you for your business. |  |



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| --- | --- | --- |
|  |  |  |
| [OFFICE ADDRESS] | [PHONE NUMBER] | [EMAIL ADDRESS] |