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|  | [Microsoft invoicing icon](https://products.office.com/en-us/business/microsoft-invoicing/invoice-software) | | [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 address Town/City, County/Region, Postcode  Phone Enter phone | Fax Enter fax Email | Website | |  | INVOICE # **Invoice No**  DATE **Enter Date** | | | | TO:  Name Company Name Street address Town/City, County/Region, Postcode Phone Enter phone | Email | |  | SHIP TO:  Recipient Name Company Name Street address Town/City, County/Region, Postcode Phone number: Phone Number | | | | INSTRUCTIONS  Add additional instructions | | | | | | | QUANTITY | DESCRIPTION | | | UNIT PRICE | TOTAL | |  |  | | |  |  | |  |  | | |  |  | |  |  | | |  |  | |  |  | | |  |  | |  |  | | |  |  | |  |  | | |  |  | |  |  | | |  |  | |  |  | | |  |  | |  | SUBTOTAL | | | |  | |  | SALES TAX | | | |  | |  | SHIPPING & HANDLING | | | |  | |  | TOTAL DUE | | | |  |   Thank you for your business. | | |  |



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