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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 | |  |  |
|  | |  | | |  |
|  | | |  |  |  |  |  | | --- | --- | --- | --- | --- | | Street Address City, ST ZIP Code  Phone Enter phone | Fax Enter fax Email | Website |  | INVOICE # **Invoice No**  DATE **Enter date** | | | | TO:  Name Company Name Street Address City, ST ZIP Code Phone Enter phone | Email |  | FOR Project or service description  P.O. # P.O. # | | | | Description | | |  | Amount | | Enter Description 1 | | |  | Enter Amount | | Enter Description 2 | | |  | Enter Amount | | Enter Description 3 | | |  | Enter Amount | | Enter Description 4 | | |  | Enter Amount | | Enter Description 5 | | |  | Enter Amount | | Enter Description 6 | | |  | Enter Amount | | Enter Description 7 | | |  | Enter Amount | | Enter Description 8 | | |  | Enter Amount | | Enter Description 9 | | |  | Enter Amount | | Total | | |  | Enter total amount |   Make all checks payable to  Payment is due within 30 days.  If you have any questions concerning this invoice, contact Name | Phone | Email  Thank you for your business! | | |  |

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