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| [公司名稱]  [公司標語]  [街道地址]  電話 [電話號碼]  傳真 [傳真號碼] | 發票 |
| 發票編號：[100]  日期： [挑選日期] |

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| 收件者：  [姓名]  [公司名稱]  [街道地址]  [縣市、郵遞區號]  [電話號碼] | 購買服務：  [專案服務或描述]  採購單編號： [A24] |

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| 說明 | 時數 | 費率 | 金額 |
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|  | 合計 | |  |

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| 支票抬頭請寫 [公司名稱]  請在 15 天內付款。逾期每月將加收 1% 服務費。 |
| 感謝您的業務支持！ |