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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 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 | | | |  | | SHIP TO:  Recipient Name Company Name Street Address City, ST ZIP Code Phone: Phone | | | | | | Comments or special instructions:  To get started right away, just tap any placeholder text (such as this) and start typing to replace it with your own. | | | | | | | | | | | | SALESPERSON | P.O. NUMBER | | REQUISITIONER | | SHIPPED VIA | | | F.O.B. POINT | | TERMS | |  |  | |  | |  | | |  | | Due upon receipt | | QUANTITY | | DESCRIPTION | | | | | UNIT PRICE | | TOTAL | | |  | |  | | | | |  | |  | | |  | |  | | | | |  | |  | | |  | |  | | | | |  | |  | | |  | |  | | | | |  | |  | | |  | | SUBTOTAL | | | | | | |  | | |  | | SALES TAX | | | | | | |  | | |  | | SHIPPING & HANDLING | | | | | | |  | | |  | | TOTAL DUE | | | | | | |  | |   Make all checks payable to Company name  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] |