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# INVOICE

Invoice Number: \_\_\_\_\_  
Date: \_\_\_\_\_  
Due Date: \_\_\_\_\_

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## INVOICE TO

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## PAYROLL REFERENCE

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Payroll Run Period: \_\_\_\_\_  
Total Active Employees: \_\_\_\_\_

PAYROLL SERVICE DESCRIPTION	QTY / COUNT	RATE / UNIT PRICE	LINE TOTAL
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Subtotal: \_\_\_\_\_  
Tax / VAT: \_\_\_\_\_

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**Total Due:** \_\_\_\_\_

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**Payment Terms & Payment Instructions**

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\_\_\_\_\_  
PREPARED BY (PAYROLL SPECIALIST)

\_\_\_\_\_  
APPROVED BY (CLIENT REPRESENTATIVE)