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\_\_\_\_\_  
\_\_\_\_\_  
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# INVOICE

Invoice No.	
Date	
Due Date	

**BILL TO**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DESCRIPTION OF BOOKKEEPING SERVICES	HOURS	HOURLY RATE	AMOUNT
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_____			
_____			
_____			
_____			

Subtotal
Tax / VAT
<b>Total Due</b>

**PAYMENT TERMS & NOTES**

\_\_\_\_\_  
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AUTHORIZED SIGNATURE

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CLIENT ACCEPTANCE