

# INVOICE

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Invoice No: \_\_\_\_\_  
Date: \_\_\_\_\_  
Due Date: \_\_\_\_\_

## Client Information

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## HR Services Period / Project

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HR SERVICE DESCRIPTION / ACTIVITY	HOURS / QTY	RATE	TOTAL
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Subtotal: \_\_\_\_\_  
Tax / VAT: \_\_\_\_\_  
Total Due: \_\_\_\_\_

## Payment Terms & Instructions

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## Notes:

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