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| --- | --- | --- | --- |
| BOOK KEEPING INVOICE | | | |
|  |  |  |  |
| 123 Your Street | (202) 345-6789 |  |  |
| City, State, Country, ZIP Code | your@email.com |  |  |
| [yourwebsite.com](http://yourwebsite.com/) |  |  |
|  |  |  |  |
| **Billed To** |  |  |  |
| [Client Name] | | Issued on: |  |
| [Street address] | | Due on: |  |
| [City, State, Country, ZIP] | | Tax Rate: |  |
| [Phone Number] | |  |  |
|  |  |  |  |
| **Unit** | **Item** | **Rate** | **Total** |
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| **TERMS**: | | **Subtotal** |  |
| **Discount** |  |
| **Tax** |  |
| **Invoice Total** | |
| E.g. Please pay invoice by MM/DD/YYYY | |  | |