|  |  |  |
| --- | --- | --- |
| [ADD LOGO/IMAGE] |  | **BOOKKEEPING INVOICE** |
| **FROM** |  | **DATE**: June 1, 2019 |
| [COMPANY NAME] |  | **INVOICE**: [#] |
| [INDIVIDUAL NAME] |  |  |
| [STREET ADDRESS] |  |  |
| [CITY, STATE, ZIP CODE] |  |  |
| [PHONE] |  |  |
| [E-MAIL] |  |  |
|  |  |  |
| **BILL TO** |  | **JOB/PROJECT** |
| [COMPANY NAME] |  | [JOB/PROJECT TITLE] |
| [INDIVIDUAL NAME] |  |
| [STREET ADDRESS] |  |
| [CITY, STATE, ZIP CODE] |  |
| [PHONE] |  |
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| **DESCRIPTION** | | **AMOUNT ($)** |
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| **Notes**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **SUBTOTAL** |  |
| **DISCOUNT** |  |
| **TAX** |  |
| **TOTAL** |  |

Thank you for your business!