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| Invoice No. 98765432 | 1/1/2000 |

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| Bill To | Ship To | Instructions |
| Name Street Address  City, ST ZIP Code | Same as recipient | Add additional instructions |

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| --- | --- | --- | --- |
| Quantity | Description | Unit Price | Total |
| 10 | Description of item | 10.99 | 109.90 |
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| --- | --- |
| Subtotal | 109.90 |
| Sales Tax | 10.99 |
| Shipping & Handling | 5.00 |
| Total Due By 2/2/2000 | 125.89 |
| Thank you for your business! |  |