

Your Name  
Your Address I  
Your Address II

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Customer Name  
Address I  
Address II

— Your City, August 19, 2017

***Subject: Invoice YYYYMMDD-##***

Dear Name

— I want to thank you for using my services for *BLANK*. Following is your invoice for these services. Please review the invoice and contact me if you have any questions or concerns.

It has been a pleasure doing business with you, and I look forward to working with you again in the future.

Sincerely,

Your Name

— encl: Invoice YYYYMMDD-##

Your Name  
Your Address I  
Your Address II

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Bill To:  
Customer Name  
Address I  
Address II

Invoice Number:  
YYYYMMDD-##

Invoice Date:  
August 19, 2017

# Invoice

Date	Description	Unit Price	Units	Item Total
Today	Something I did	10/hour	6	60.00
Tomorrow	Something I claim I did	50/hour	5	250.00
Subtotal				310.00
VAT 0%				0.00
Grand Total				310.00

Please submit payment within 14 days to:

Your Name  
IBAN: Your IBAN  
BIC: Your BIC