

# INVOICE

**Invoice #:** SC-{{CLIENT\_SHORT}}-{{YEAR}}-{{MMDD}}

**Date:** {{DATE\_LONG}}

**Due Upon Receipt**

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## From

**Setup Concierge**

A Productized Service of J4AFoundation LLC

Website: [www.setupconcierge.com](http://www.setupconcierge.com)

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## Bill To

{{CLIENT\_NAME}}

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## Service Details

#	Description	Duration	Rate	Amount
1	{{SERVICE_DESCRIPTION}}	{{DURATION}}	\${{RATE}}/hr	\${{TOTAL}}

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## Summary

<b>Subtotal</b>	\${{TOTAL}}
<b>Tax</b>	—
<b>Total Due</b>	\${{TOTAL}}

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## Payment Terms

- Amount Due:** \${{TOTAL}}
  - Due:** Upon Receipt
  - Accepted Methods:** Zelle, Cash App, Check, or Bank Transfer
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## Notes

Session completed on {{DATE\_LONG}}. All deliverables to follow per agreed-upon timeline.

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*Thank you for your business!*

*Setup Concierge — We Set It Up So You Don't Have To.*