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| **INVOICE**  Subject: | Academic Writing | Academic Support Ltd | United Kingdom |

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| **Business and client information** |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **FROM**  Name   |  | | --- | |  |   Email   |  | | --- | |  |   Address   |  | | --- | |  |   Phone   |  | | --- | |  |   Business Number   |  | | --- | |  | | **BILL TO**  Name   |  | | --- | |  |   Email   |  | | --- | |  |   Address   |  | | --- | |  |   Phone   |  | | --- | |  |   Business Number   |  | | --- | |  | |

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| **Invoice information** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Invoice Number   |  | | --- | |  |   Issue Date   |  | | --- | |  |   Due Date   |  | | --- | |  | | Payment Method   |  | | --- | |  |   Other payment terms (late fee details, discounts, etc.)   |  | | --- | |  | |

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| --- |
| **Invoice Items** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item descriptions** | | **Rate** | **Quantity** | **Amount in [insert currency]** |
| **Item #1:** |  |  |  |  |
| **Item #2:** |  |  |  |  |
| **Item #3:** |  |  |  |  |
| **Item #4:** |  |  |  |  |
| **Item #5:** |  |  |  |  |
|  |  |  | **Subtotal:** |  |
| **Notes** | | | **Discount:** |  |
| **20/04/2021** | | | **Taxes:** |  |
| **Invoice Total:** | **100.00 Euro** |