

# INVOICE

**Michael Thompson**

accounting@domain.com

(XXX)-555-XXXX

Bill To:

**John Smith**

123 Main Street, Anytown, CA 90001

john.smith@domain.com

(XXX)-555-XXXX

**Invoice**

**#INV-000101**

Issued Date:

02/20/2025

**Balance Due:**

**\$805.0**

Services	QTY	Price	Total
Preparation of balance sheets and income statements.	1	\$150.0	\$150.0
Assistance with filing federal and state taxes.	1	\$200.0	\$200.0
Monthly bookkeeping including ledger maintenance.	1	\$120.0	\$120.0
Processing payroll for employees, including tax deductions.	1	\$180.0	\$180.0
Tracking and managing incoming payments from clients.	1	\$140.0	\$140.0

Subtotal:

\$790.0

Tax:

\$15

**Total:**

**\$805.0**

Terms & Conditions:

Payment Due Upon Receipt.

Please choose one of the following payment methods:

Check: Michael Thompson 123 Main Street, Anytown, CA 90001

Zelle: Michael Thompson (XXX)-555-XXXX/michael.thompson@domain.com

Venmo: @Michael-Thompson

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