

**Accountant / Firm Name**

**Address**

**Phone**

**Email**

**Bill To**

**Client Address**

**Client Phone**

**Client Email**

**Invoice #** **Date**

**Due Date** **Reference**

**Description / Summary**

#	Description of Service	Quantity / Hours	Rate	Amount

**Subtotal**

**Tax**

**Total**

**Amount Paid**

**Balance Due**

**Notes**

**Terms & Conditions**

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**Authorized Signature**

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**Client Signature**