

# John Smith Consulting

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Seattle, WA 98555  
Phone [(509) 555-0190]  
Fax [(509) 555-0191]

**TO:**  
University of Washington  
3917 University Way NE  
Seattle, WA 98105

**FOR:**  
Consulting on XYZ project  
PO # 555555

# INVOICE

INVOICE #87  
DATE: NOVEMBER 10, 2008

DESCRIPTION	HOURS	RATE	AMOUNT
Provided consulting services on XYZ project on 11/1/2008	4	\$25.00	\$100.00
TOTAL			\$100.00

Make all checks payable to: **John Smith Consulting**

**Thank you for your business!**

SAMPLE