

**TO:**  Company Name

Street Address

City, ST ZIP,

Phone: 000-000-0000

Fax: 000-000-0000

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**Memo Invoice Template**

## Address Line Goes Here

## City, State, Zip Code

## Phone#:000-000-0000, Fax #: 000-000-0000

**Date:** DD/MM/YYYY

**Invoice #:** 000000

**For:** Sample Text Here

**From:**  Company Name

Street Address

City, ST ZIP,

Phone: 000-000-0000

Fax: 000-000-0000

www.aalatemplates.com

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| **SR #** | **ITEM QTY** | **DESCRIPTION** | **UNIT PRICE** | **TOTAL PRICE** |
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***Sales Person’s Signatures***

## Company Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Authorized Manager’s Signatures***

*Our records indicate that a credit in the amount of $0.00 exists in our records for your account. This amount will be maintained as a credit towards future products and services and will be reflected on your next statement.*

*Thank you for your business!*