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| --- | --- |
| INVOICE |  |

INVOICE DATE: January 1, 2024

INVOICE NUMBER: XXXXXX

DUE DATE: Upon Receipt

For questions about this invoice, contact [dept. contact] at [telephone and/or email].

Mr. John Smith

ABC Company

123 Main Street

Boston, MA 02111

|  |  |  |  |
| --- | --- | --- | --- |
| Quantity | Description | Unit Price | Total |
| 1 | Description of Service or Product  | $XX,XXX.XX | $XX,XXX.XX |
|  |  |  |  |
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|  |  |
| --- | --- |
| Subtotal | $XX,XXX.XX |
|  |  |
| **Total due** |  **$XX,XXX.XX** |

TO PAY BY CHECK:

* Make check payable to Northeastern University
* Reference invoice number on memo line
* Mail check to:

Northeastern University

 360 Huntington Avenue

Attn: [Dept Contact, Mail Stop)

Boston, MA 02115

|  |  |  |  |
| --- | --- | --- | --- |
| Payment options |  |  |  |

