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| [FIRST AND LAST NAME OF PERSON REQUESTING  CHEQUE] |  | **INVOICE** |
| [Cheque Requestor’s address] |  |  |
| [Cheque Requestor’s address] | **INVOICE #** | **DATE** |
| [Cheque Requestor’s address] |  | 10/12/2015 |
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| --- |
| **BILL TO** |
| [student club name] |
| [executive name] |
| [club email] |
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| --- | --- | --- |
| **DESCRIPTION** |  | **AMOUNT** |
|  |  |  |
| Describe what materials you need/paid for. Try to be specific! Ex: food event. |  | 40.00 |
| Ex: Drinks |  | 20.00 |
| Ex: gifts  Ex: Clubs logo design |  | 15.00 |
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| *Thank you for your business!* | **TOTAL** | **$75.00** |

If you have any questions about this invoice, please contact

[name of club and club email]