# Invoice 10876

## Invoice

Office 365 Admin Assistance – October 2020




| | |
|---|---|
| Date | November 12, 2020 |
| Invoice Number | 10876 |
| Invoice Due | December 12, 2020 |
| **Invoice Total** | **$1,200.00** |
| Balance | $0.00 |

Mr. SharePoint

From

Mr. SharePoint, LLC
6457 South Kimbark Ave
Unit 1S
Chicago, IL 60637
US

To

Best Foot Forward
*5960 SW 16TH CT*
*Plantation, FL 33317-5202*
*US*

| Task | Rate | Qty | Amount |
|---|---|---|---|
| Monthly retainer for 12-15 hours of my time to help with Office 365 related administrative tasks. | $1,200 | 1 | $1,200 |

| | |
|---|---|
| Subtotal | $1,200.00 |
| Total | $1,200.00 |
| Payments | $1,200.00 |
| Balance | $0.00 |

## Notes

Thank you! We really appreciate your business.

## Terms

We do expect payment within 30 days, so please process this invoice within that time. There will be a 1.5% interest charge per month on late invoices.