

## Invoice 11600

### Invoice

Office 365 Admin Assistance – December 2020



Date	December 29, 2020
Invoice Number	11600
Invoice Due	January 29, 2021

Invoice Total	\$1,200.00
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Balance	\$0.00
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From	Mr. SharePoint, LLC 6457 South Kimbark Ave Unit 1S Chicago, IL 60637 US
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To	Best Foot Forward 5960 SW 16TH CT Plantation, FL 33317-5202 US
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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.