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| --- | --- |
| Example Inc.Street AddressCity, Prov, Postal CodePhone: Email:  | INVOICEInvoice # Date: TERMS: due on receipt |
| To:Dunin-Deshpande Queen’s Innovation CentreMitchell Hall, Queen’s University69 Union StreetKingston, ON K7L 2N9ddqic.finance@queensu.ca |  |

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| DESCRIPTION | QUANTITY | UNIT PRICE | TOTAL |
| Seed funding reimbursement for Example Inc. expenses, Date range of expenses (Month-Day-Year to Month-Day-Year). | 1 | *Total from Excel* | *Total from Excel* |
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|  | SUBTOTAL |  |
|  | SALES TAX |  |
|  | SHIPPING & HANDLING |  |
|  | TOTAL due |  |

GST/HST registration number (Enter here if applicable, or delete entire line)