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| Example Inc. Street Address  City, Prov, Postal Code  Phone:  Email: | INVOICE Invoice #Date:  TERMS: due on receipt |
| To: Dunin-Deshpande Queen’s Innovation Centre  Mitchell Hall, Queen’s University  69 Union Street  Kingston, ON K7L 2N9  ddqic.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)