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|  | | | 令和　　年　　月　　日 | | | |
| 請求書 | | | | 請求番号 | |  |
| 会社名 | |  | | | | |
| 〒 | | 自社名 | | | | |
| 住所 | | 〒 | | | | |
| TEL： | | 住所 | | | | |
| FAX： | | TEL： | | | | |
| 部署名 | | FAX： | | | | |
| 担当者 | | 部署名 | | | | |
|  | | 社員名 | | | | |
| 下記の通り御請求申し上げます。 | | | | | | |
|  | | | | | | 単位：円 |
| 項目 | 製品名 | 数量 | 単位 | | 単価 | 金額 |
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| 振込先 | | | 合計 | | |  |
| 備考 | | | 消費税（　％） | | |  |
|  | | | 税込み金額 | | |  |