

INVOICE

[Your Startup Suite Name]
[Building Address]
[City, State, Zip]

DRAFT / UNPAID

Invoice #: _____

Date: _____

BILL TO:

[Tenant Company Name]
[Contact Person]
[Email Address]

LEASE TERMS:

Billing Period: [Start] to [End]

Due Date: _____

Description	Unit/Type	Rate	Amount
Monthly Office Suite Rental	Suite #[]	\$0.00	\$0.00
High-Speed Internet Access	Tier []	\$0.00	\$0.00
Utility Surcharge (Electric/HVAC)	Flat Fee	\$0.00	\$0.00

Description	Unit/Type	Rate	Amount
Common Area Maintenance (CAM)	Monthly	\$0.00	\$0.00
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Subtotal: \$0.00			
Tax (___%): \$0.00			
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Total Due: \$0.00			

Payment Instructions:

Please make checks payable to [Entity Name].

For ACH/Wire transfers: Bank: [Bank Name] | Account: [Number] | Routing: [Number]

Thank you for growing your business with us.