

BASS CENTRAL

————— **Music store and studio**

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John Smith

PRODUCT SPECIALIST

123 Anywhere St., Casselberry, FL 32707

hello@Basscenter.com

407-456-7890

BASS CENTRAL

Music store and studio

ISSUED TO

Norma R. Dunlap

INVOICE NO.

2019-2201

DATE ISSUED

02/07/2018

DESCRIPTION	QTY	PRICE	TOTAL
Bass Guitar	1	\$120	\$120
Bass Guitar	1	\$160	\$160
Bass Guitar	1	\$200	\$200
Equipment	1	\$90	\$90

TOTAL AMOUNT \$570

TAX 6%

AMOUNT DUE \$604

ACCOUNT NAME

Mark Darwin

ACCOUNT NAME

5319 9046 6550 1670

Dear Mr. Bell,

A letterhead is the heading at the top of a sheet of letter paper (stationery). That heading usually consists of a name and an address, and a logo or corporate design, and sometimes a background pattern.

The term "letterhead" is often used to refer to the whole sheet imprinted with such a heading. Many companies and individuals prefer to create a letterhead template in a word processor or other software application. This generally includes the same information as pre-printed stationery but without the additional costs involved. Letterhead can then be printed on stationery (or plain paper) as needed on a local output device or sent electronically.

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Sincerely,

Max Schwimmer
Head of Accounts