請求書 兼 領収書

　　　　年　　　月　　　日

|  |  |
| --- | --- |
|  | 様 |

**株式会社◯◯◯◯**

◯◯市◯◯町1-2-3

|  |  |  |  |
| --- | --- | --- | --- |
| 品　　名 | 数量 | 単価 | 金　額 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **合　計　金　額** |  |