**請求書**

[請求日] ○○年○月○○日

[請求書番号]

[請求先]

株式会社　○×

総務課

課長

鈴木　太郎

[電話番号] 03-1234-4567

[差出人]

株式会社　×○

総務部

総務課

田中　幸子

[電話番号] 045-123-4567

**ご請求金額**

| No | 品名 | 商品ｺｰﾄﾞ | 単価 | 数量 | 小計 | 備考 |
| --- | --- | --- | --- | --- | --- | --- |
| 1 |  |  | 1,000 | 2 | 2,000 |  |
| 2 |  |  |  |  | 0 |  |
| 3 |  |  |  |  | 0 |  |
| 4 |  |  |  |  | 0 |  |
| 5 |  |  |  |  | 0 |  |
| 6 |  |  |  |  | 0 |  |
| 7 |  |  |  |  | 0 |  |
| 8 |  |  |  |  | 0 |  |
| 9 |  |  |  |  | 0 |  |
| 10 |  |  |  |  | 0 |  |
| 11 |  |  |  |  | 0 |  |
| 12 |  |  |  |  | 0 |  |
| 合計 | | | |  | 2,000 |  |