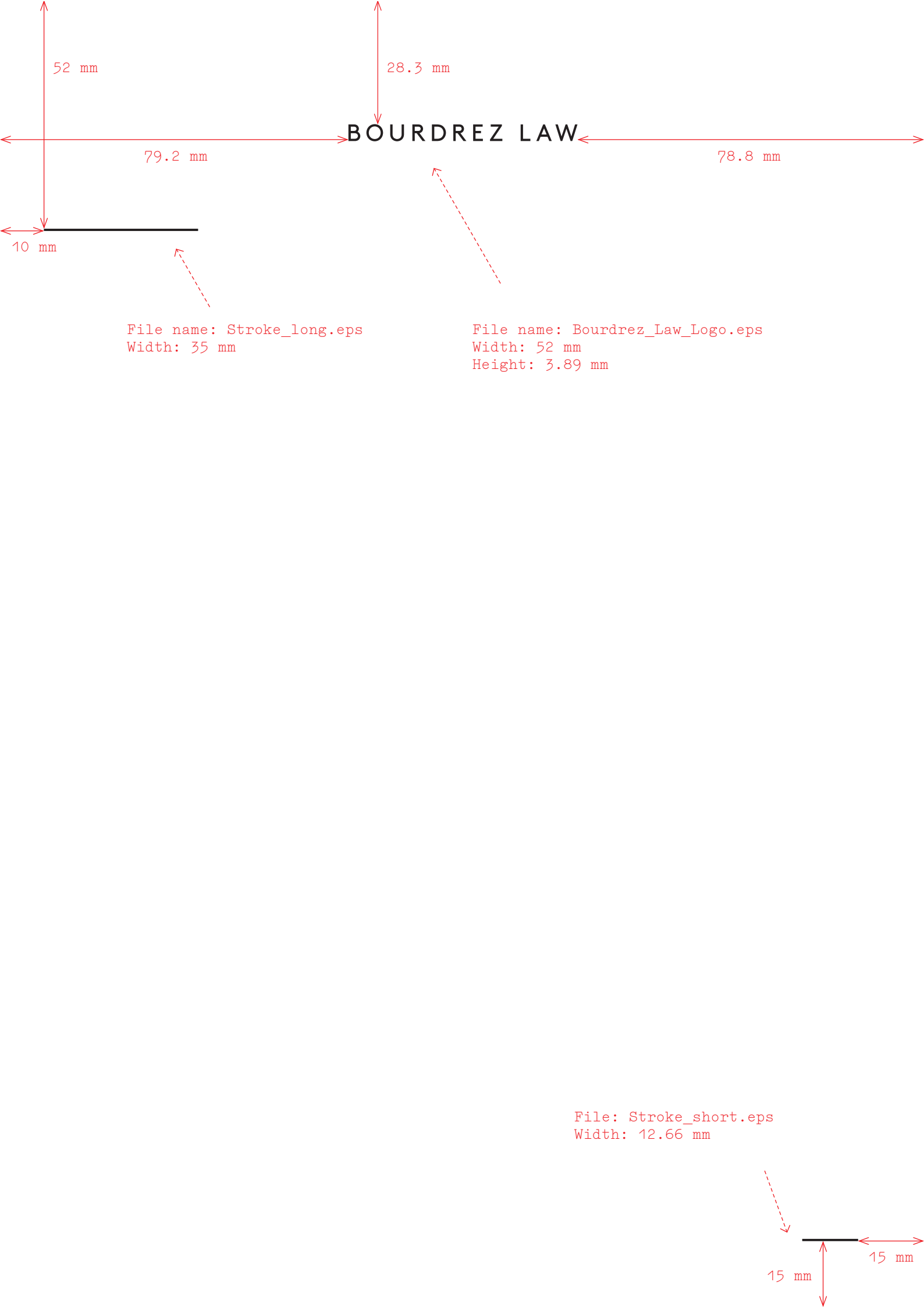


BOURDREZ LAW



BOURDREZ LAW

de Appel
t.a.v Anne Demester
Prins Hendrikkade 142
1011 AT Amsterdam
The Netherlands

Milan, January 20, 2013
Subject: Invoice

Herengracht 328
1016 CE Amsterdam

T +31 20 303 8740
F +31 84 003 5675

office@bourdrezlaw.com
www.bourdrezlaw.com

Dear Ms. Demester,

Business letters should be neat. Plain white paper, 8,5 by 11, is considered standard, and typing is considered an advantage. It is not required that you type any of your business letters.

Any business letter you write may take one of two forms. One form is the block form, which should be used only if you type a letter. In the block form, begin every part of a letter at the left margin. Leave a blank line between paragraphs and do not indent them. Another form, the modified block form, may be used either for handwritten or typewritten letters. In this form, place the heading, closing, and signature at the right side of the page. Indent the paragraphs and do not leave extra space between them. Every business letter has six parts – the five parts of a personal letter, plus an inside address.

More formal language is used in business letters than in personal letters. For the greeting use Dear Mr., Mrs., Miss, or Ms. Before the person's name. Or, use a general greeting like Dear Sir or Madam. Place the salutation two lines below the inside address and use a colon (:) after it. For the more formal closing, write Sincerely, Yours truly, or Very truly yours, followed by a comma. If you type a letter, leave four lines of space.

Sincerely,

Aernoud Bourdrez

BOURDREZ LAW

Typeface: Gazette LH Roman
Size: 9 pt
Interlining: 13 pt
Kerning: 10

55 mm

68 mm

de Appel
t.a.v Anne Demester
Prins Hendrikkade 142
1011 AT Amsterdam
The Netherlands

1
2
3
4
5

21.2 mm

105 mm

Milan, January 20, 2013
Subject: Invoice

1
2

7.5 mm

106 mm

125 mm

Herengracht 328
1016 CE Amsterdam

T +31 20 303 8740
F +31 84 003 5675

office@bourdrezwlaw.com
www.bourdrezlaw.com

10 mm

Dear Ms. Demester,

1

Business letters should be neat. Plain white paper, 8,5 by 11, is considered standard, and typing is considered an advantage. It is not required that you type any of your business letters.

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Any business letter you write may take one of two forms. One form is the block form, which should be used only if you type a letter. In the block form, begin every part of a letter at the left margin. Leave a blank line between paragraphs and do not indent them. Another form, the modified block form, may be used either for handwritten or typewritten letters. In this form, place the heading, closing, and signature at the right side of the page. Indent the paragraphs and do not leave extra space between them. Every business letter has six parts – the five parts of a personal letter, plus an inside address.

7
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15
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Sincerely,

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21

Aernoud Bourdrez

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27
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30

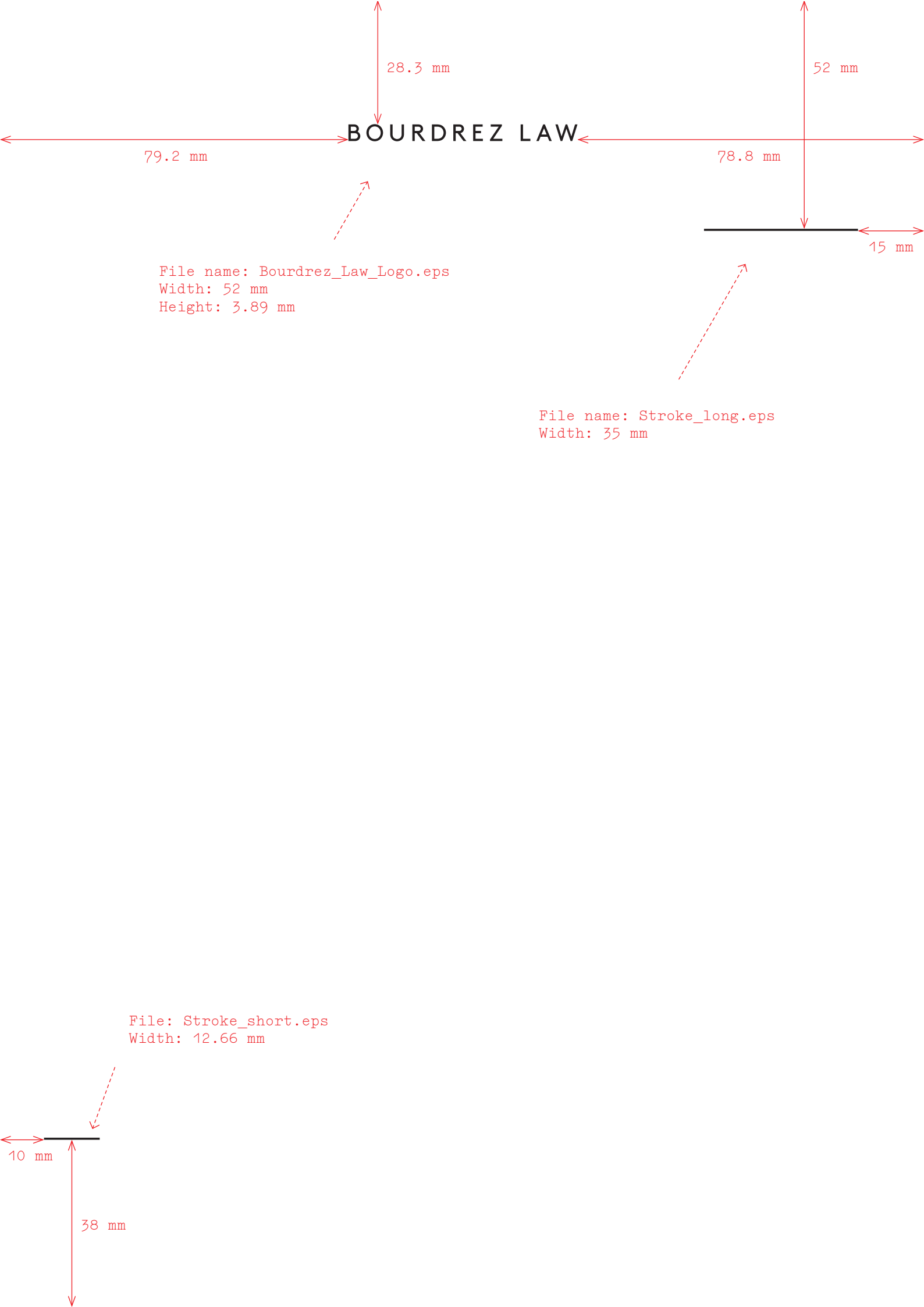
140 mm

36 mm

136 mm

File name: Address.eps
Width: 36.43 mm
Height: 28.55 mm

BOURDREZ LAW



BOURDREZ LAW

Page 2/2

More formal language is used in business letters than in personal letters. For the greeting use Dear Mr., Mrs., Miss, or Ms. Before the person's name. Or, use a general greeting like Dear Sir or Madam. Place the salutation two lines below the inside address and use a colon (:) after it. For the more formal closing, write Sincerely, Yours truly, or Very truly yours, followed by a comma. If you type a letter, leave four lines of space. Any business letter you write may take one of two forms. One form is the block form, which should be used only if you type a letter. In the block form, begin every part of a letter at the left margin. Leave a blank line between paragraphs and do not indent them. Another form, the modified block form, may be used either for handwritten or typewritten letters. In this form, place the heading, closing, and signature at the right side of the page. Indent the paragraphs and do not leave extra space between them. Every business letter has six parts – the five parts of a personal letter, plus an inside address.

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Sincerely,

Aernoud Bourdrez

BOURDREZ LAW

68 mm

Page 2/2

8.3 mm

File: Page2of2.eps
Width: 12.1 mm
Height: 2.9 mm

68 mm

More formal language is used in business letters than in personal letters. For the greeting use Dear Mr., Mrs., Miss, or Ms. Before the person's name. Or, use a general greeting like Dear Sir or Madam. Place the salutation two lines below the inside address and use a colon (:) after it. For the more formal closing, write Sincerely, Yours truly, or Very truly yours, followed by a comma. If you type a letter, leave four lines of space. Any business letter you write may take one of two forms. One form is the block form, which should be used only if you type a letter. In the block form, begin every part of a letter at the left margin. Leave a blank line between paragraphs and do not indent them. Another form, the modified block form, may be used either for handwritten or typewritten letters. In this form, place the heading, closing, and signature at the right side of the page. Indent the paragraphs and do not leave extra space between them. Every business letter has six parts – the five parts of a personal letter, plus an inside address.

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Sincerely,

Aernoud Bourdrez

55 mm

15 mm

193 mm

140 mm

36 mm

Invoice
This sheet is pre-printed
(same as 2nd page)

BOURDREZ LAW

BOURDREZ LAW

Mario Testino
Attn. Amber Olson
1 Evesham Street
London W11 4AJ
UK

Date: October 25, 2012
Invoice: 012.2013

Herengracht 328
1016 CE Amsterdam

T +31 20 303 8740
F +31 84 003 5675

office@bourdrezlaw.com
www.bourdrezlaw.com

KvK: 34204944
BTW: 8191.11.624.B.018270

Rabobank: 3034.89405
IBAN: NL96RABO0303489405
SWIFT/BIC RABONL2U

Deliverables: correspondence to court, re: withdraw of default hearing

	EUR
5.5 hours (EUR 220 hour rate)	580,00
Subtotal	1.230,00
VAT 21%	258,30
Total	1.488,30

BOURDREZ LAW

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Date: October 25, 2012
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IBAN: NL96RABO0303489405
SWIFT/BIC RABONL2U

Deliverables: correspondence to court, re: withdraw of default hearing
This is only an example invoice with more lines. Maybe two or three lines.
One or two or more lines of text here, one or two or more lines of text here...

	EUR
5.5 hours (EUR 220 hour rate) One or two or more lines of text here.	580,00
One or two or more lines of text here. One or two or more lines of text here.	XX,XX
Subtotal	1.230,00
VAT 21%	258,30
Total	1.488,30

BOURDREZ LAW

Mario Testino
Attn. Amber Olson
1 Evesham Street
London W11 4AJ
UK

1
2
3
4
5

21.2 mm

Typeface: Gazette LH
Size: 9 pt
Interlining: 13 pt
Kerning: 10

Date: October 25, 2012
Invoice: 012.2013

1
2

7.5 mm

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SWIFT/BIC RABONL2U

Deliverables: correspondence to court, re: withdraw of default hearing

	2	
	3	EUR
	4	
5.5 hours (EUR 220 hour rate)	5	580,00
	6	
Subtotal	7	1.230,00
VAT 21%	8	258,30
	9	
Total	10	1.488,30
	11	

Max
length:
141 mm

File: Address_KvK.eps
Width: 41.7 mm
Height: 59.4 mm

120 mm

35.5 mm

BOURDREZ LAW

Mario Testino
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UK

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Deliverables: correspondence to court, re: withdraw of default hearing

	1		
	2		
	3		EUR
	4		580,00
5.5 hours (EUR 220 hour rate)	5		
	6		1.230,00
Subtotal	7		258,30
VAT 21%	8		
	9		1.488,30
Total	10		

Stroke thickness: 1.4 pt

* Important: The horizontal dividing lines should be centered within each line break.

BOURDREZ LAW

BOURDREZ LAW

Mario Testino
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London W11 4AJ
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Invoice: 012.2013

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SWIFT/BIC RABONL2U

Deliverables: correspondence to court, re: withdraw of default hearing

	1	
	2	
	3	EUR
5.5 hours (EUR 220 hour rate)	4	580,00
	5	
Subtotal	6	1.230,00
VAT 21%	7	258,30
	8	
Total	9	1.488,30
	10	

Line thickness: 0.7 pt

Stroke thickness: 1.4 pt

The vertical line should ascend 6.375 mm from the top horizontal line

Distance from description to table: 6.375 mm

The horizontal dividing lines should be centered on each line break (marked with numbers)

Vertical padding within each text box: 3.46 mm (measured from text base until center of line)

17.8 mm

17.8 mm

Address stickers

This sheet is pre-printed and contains four stickers. Only the recipient's address has to be printed digitally.

BOURDREZ LAW



Herengracht 328
1016 CE Amsterdam
The Netherlands

BOURDREZ LAW



Herengracht 328
1016 CE Amsterdam
The Netherlands

BOURDREZ LAW

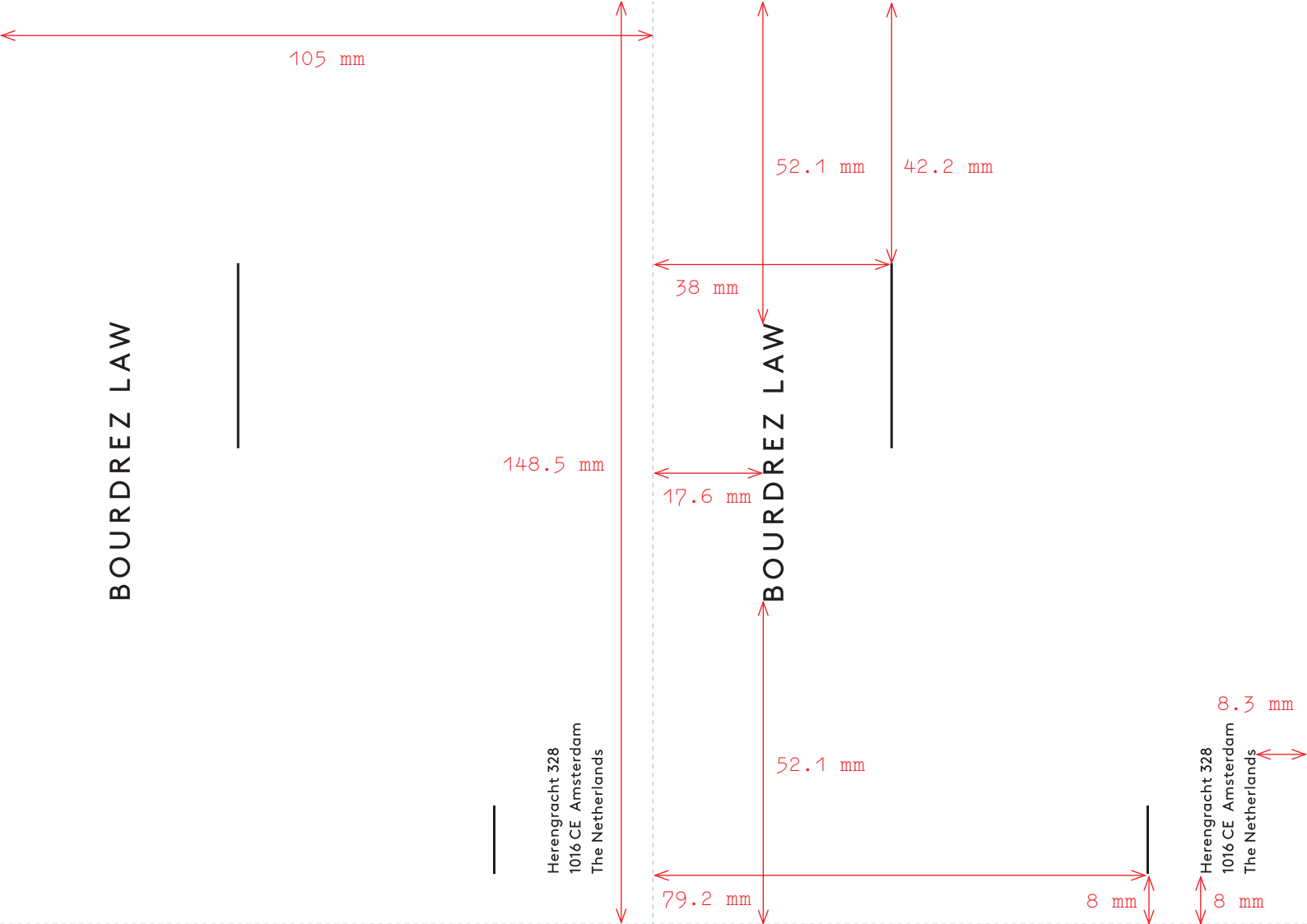


Herengracht 328
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The Netherlands

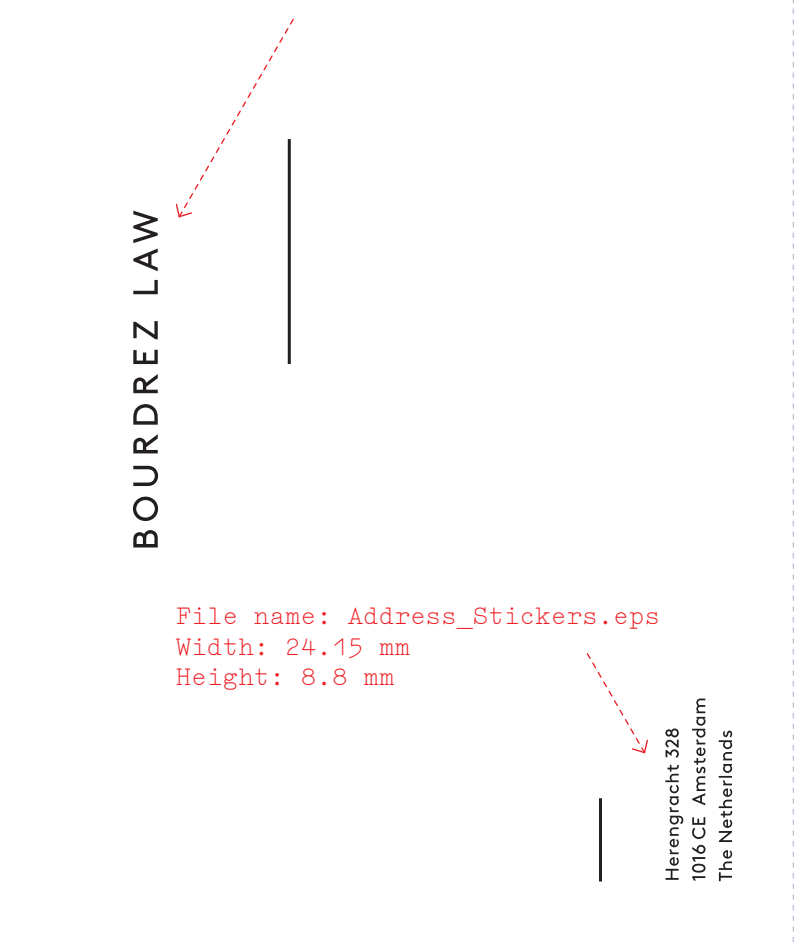
BOURDREZ LAW



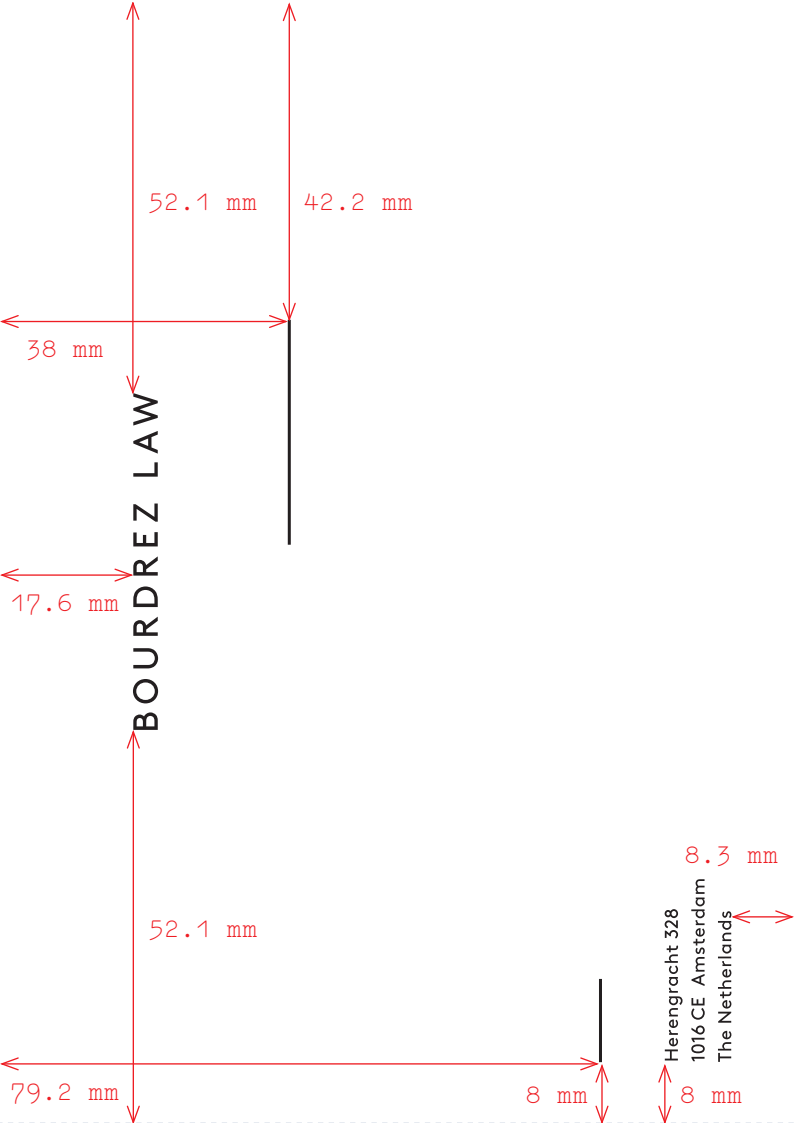
Herengracht 328
1016 CE Amsterdam
The Netherlands



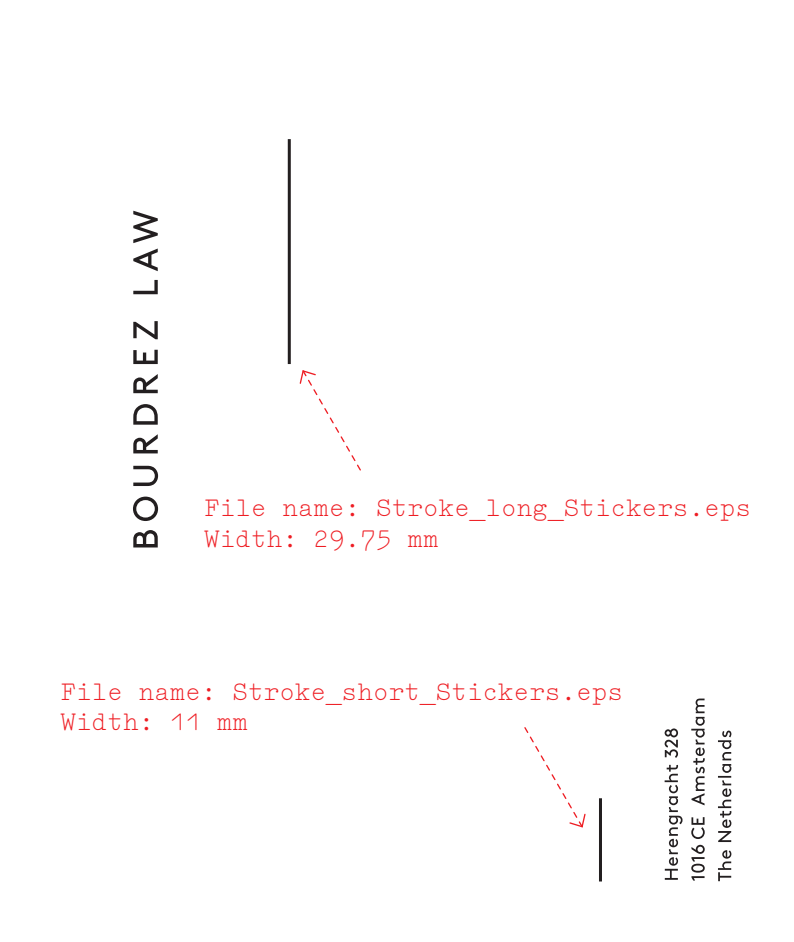
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Height: 3.33 mm



File name: Address_Stickers.eps
Width: 24.15 mm
Height: 8.8 mm



File name: Stroke_long_Stickers.eps
Width: 29.75 mm



File name: Stroke_short_Stickers.eps
Width: 11 mm

Address stickers
Example

BOURDREZ LAW



Herengracht 328
1016 CE Amsterdam
The Netherlands

BOURDREZ LAW



de Appel
t.a.v Anne Demester
Prins Hendrikkade 142
1011 AT Amsterdam 3



Herengracht 328
1016 CE Amsterdam
The Netherlands

BOURDREZ LAW



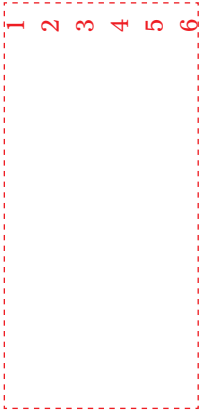
Herengracht 328
1016 CE Amsterdam
The Netherlands

BOURDREZ LAW



Herengracht 328
1016 CE Amsterdam
The Netherlands

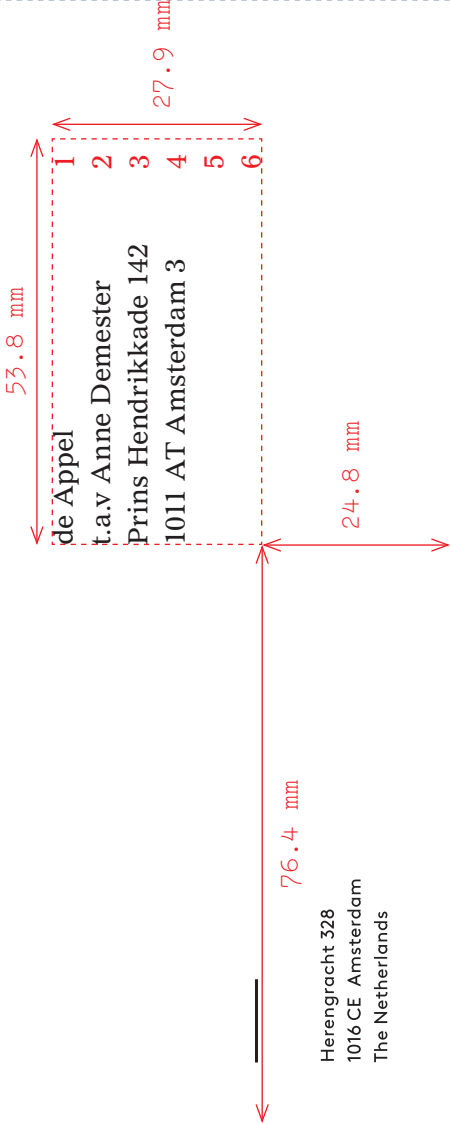
BOURDREZ LAW



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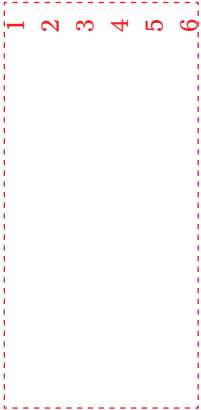
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Interlining: 14 pt
Kerning: 5

BOURDREZ LAW



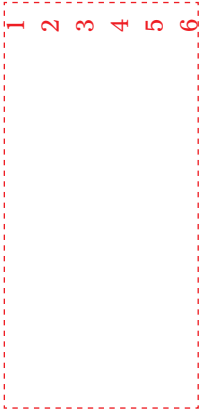
Herengracht 328
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