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|  |  |  | **COMPANY NAME** | |  |  |
|  | **PAYMENT SCHEDULE** | | | | |  |
|  |  |  |  |  |  |  |
|  | www.companyname.com | | +1 (555) 123-456-7890 | | 123 Anywhere Street, 23432 Chicago |  |
|  |  |  |  |  |  |  |
|  |  | **PAYMENT** | **DUE DATE** | **COST** | **NOTE** |  |
|  |  | Rent | 2/1/2024 | $100.00 | Monthly office rent |  |
|  |  | Utilities | 2/5/2024 | $150.00 | Electricity and water bills |  |
|  |  | Groceries | 3/8/2024 | $200.00 | Office kitchen supplies |  |
|  |  | Phone bill | 4/3/2024 | $250.00 | Business phone line |  |
|  |  | Internet | 5/4/2024 | $300.00 | High-speed internet |  |
|  |  | Insurance | 6/9/2024 | $350.00 | Business liability insurance |  |
|  |  | Loan payment | 7/2/2024 | $400.00 | Repayment of business loan |  |
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|  |  |  |  |  | **Signature** |  |
|  | **Person Responsible:** | | **Date:** |  |  |  |
|  | Bryan Gibson | | 7/8/2024 |  |  |
|  |  |  |  |  |  |  |
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