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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** |   |
|   |[x]  Rent | 2/1/2024 | $100.00  | Monthly office rent |   |
|   |[x]  Utilities | 2/5/2024 | $150.00  | Electricity and water bills |   |
|   |[x]  Groceries | 3/8/2024 | $200.00  | Office kitchen supplies |   |
|   |[x]  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 |   |  |   |
|   |   |   |   |   |   |   |
|   |   |   |   |   | [**© TemplateLab.com**](https://templatelab.com/) |   |