

CONTOSO LTD.

INVOICE

Contoso Headquarters  
123 456<sup>th</sup> St  
New York, NY, 10001

INVOICE: INV-100  
INVOICE DATE: 11/15/2019  
DUE DATE: 12/15/2019  
CUSTOMER NAME: MICROSOFT CORPORATION  
SERVICE PERIOD: 10/14/2019 – 11/14/2019  
CUSTOMER ID: CID-12345

Microsoft Corp  
123 Other St,  
Redmond WA, 98052

BILL TO:  
Microsoft Finance  
123 Bill St,  
Redmond WA, 98052

SHIP TO:  
Microsoft Delivery  
123 Ship St,  
Redmond WA, 98052

SERVICE ADDRESS:  
Microsoft Services  
123 Service St,  
Redmond WA, 98052

SALESPERSON	P.O. NUMBER	REQUISITIONER	SHIPPED VIA	F.O.B. POINT	TERMS
	PO-3333				

DATE	ITEM CODE	DESCRIPTION	QTY	UM	PRICE	TAX	AMOUNT
3/4/2021	A123	Consulting Services	2	hours	\$30.00	\$6.00	\$60.00
3/5/2021	B456	Document Fee	3		\$10.00	\$3.00	\$30.00
3/6/2021	C789	Printing Fee	10	pages	\$1.00	\$1.00	\$10.00

SUBTOTAL	\$100.00
SALES TAX	\$10.00
TOTAL	\$110.00
PREVIOUS UNPAID BALANCE	\$500.00
AMOUNT DUE	\$610.00

THANK YOU FOR YOUR BUSINESS!

REMIT TO:  
Contoso Billing  
123 Remit St  
New York, NY, 10001