
COMPANY A SUPPLIES
123 Business Street
New York, NY 10001
Phone: (555) 123-4567
Email: billing@companya.com

INVOICE
Invoice Number: A002
Invoice Date: February 12, 2024
Due Date: March 12, 2024

BILL TO:
Your Company Name
456 Corporate Ave
Boston, MA 02101

DESCRIPTION	QTY	RATE	AMOUNT
Office Supplies - Paper	15	\$25.00	\$375.00
Sticky Notes Pack	8	\$8.00	\$64.00
File Folders	20	\$2.50	\$50.00
Pens (Box of 12)	6	\$12.00	\$72.00
Subtotal: \$561.00			
Tax: \$44.88			
TOTAL: \$605.88			

Payment Terms: Net 30
Payment Methods: Check, Wire Transfer, ACH

Thank you for your business!