|  |  |
| --- | --- |
| Fish Friends  Life in the fishbowl  12 3rd St, Boston, MA 23456  Phone (123) 456-7890  Fax (123) 456-7891 | INVOICE |
| Invoice #100  Date: 9/14/23 |

|  |  |
| --- | --- |
| Bill To:  Quinn Campbell  Downtown Pets  321 Sycamore  Albany, NY 54321  (123) 789-0123 | Ship To:  Quinn Campbell  Downtown Pets  321 Sycamore  Albany, NY 54321  (123) 789-0123 |
| Comments or special instructions:  Live animals – handle with care | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| SALESPERSON | P.O. NUMBER | REQUISITIONER | SHIPPED VIA | F.O.B. POINT | TERMS |
| Diego Sagese | 789 | Jens Martensson | Air express | Warehouse | Due on receipt |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| QUANTITY | DESCRIPTION | | UNIT PRICE | TOTAL |
| 10 | Exotic fish | | 65.00 | 650.00 |
| 100 | Standard goldfish | | 3.00 | 300.00 |
|  |  | |  |  |
|  |  | |  |  |
|  |  | |  |  |
|  |  | |  |  |
|  |  | |  |  |
|  |  | |  |  |
|  | | SUBTOTAL | | 950.00 |
| SALES TAX | | 47.50 |
| SHIPPING & HANDLING | | 24.99 |
| TOTAL due | | 1022.49 |

|  |
| --- |
| Make all checks payable to Fish Friends.  If you have any questions concerning this invoice, contact: Diego at (123) 456-7890 or fish@example.com. |
| Thank you for your business! |