

[Company Name]*[Your Company Slogan]*

[Street Address]
[City, ST ZIP Code]
Phone [phone] Fax [fax]

INVOICE

INVOICE #100
DATE: OCTOBER 20, 2021

TO:

[Recipient Name]
[Company Name]
[Street Address]
[City, ST ZIP Code]
Phone [phone]

SHIP TO:

[Recipient Name]
[Recipient Name]
[Recipient Name]
[City, ST ZIP Code]
Phone [Recipient Name]

COMMENTS OR SPECIAL INSTRUCTIONS:

| SALESPERSON | P.O. NUMBER | REQUISITIONER | SHIPPED VIA | F.O.B. POINT | TERMS |
|-------------|-------------|---------------|-------------|--------------|----------------|
| Ramesh | 123456789 | Suresh | mail | index | Due on receipt |

| QUANTITY | DESCRIPTION | UNIT PRICE | TOTAL |
|---------------------|--|------------|-----------|
| 1 | It's like the props in a furniture store | \$22.45 | \$22.45 |
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| SUBTOTAL | | | \$500.33 |
| SALES TAX | | | 5.00% |
| SHIPPING & HANDLING | | | \$5.0 |
| TOTAL DUE | | | \$2435.56 |

Make all checks payable to [Company Name]
If you have any questions concerning this invoice, contact [Name, phone, email]

THANK YOU FOR YOUR BUSINESS!