

# 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

# Contoso

**Address:**  
1 Redmond way Suite  
6000 Redmond, WA  
99243

Invoice For: **Microsoft**  
**1020 Enterprise Way**  
**Sunnyvale, CA 87659**

| Invoice Number | Invoice Date | Invoice Due Date | Charges     | VAT ID |
|----------------|--------------|------------------|-------------|--------|
| 34278587       | 6/18/2017    | 6/24/2017        | \$56,651.49 | PT     |