**Illustration**

* + - 1. Have IT Services produce ink cartridges for printers. They have received a telephone call from a new customer and have been asked to provide a quotation, as shown below:

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| QUOTATION  **HAVE IT SERVICES**  18 Jows Way Hillhead PO14 3NQ   |  |  |  |  | | --- | --- | --- | --- | | To: | Harries Pros 84 Looney Road Stubbington PO14 7JS | Quote Number: | 814 | | Date: | 8 December | | VAT Registration Number: | 982 4198 60 |   Please find below price details as requested:   |  |  |  |  | | --- | --- | --- | --- | | Item number | Description | Price per unit (net) | Discount | | A6187 | Colour print cartridges | £420 | 5% for orders over 30 units |   Orders are subject to our terms and conditions detailed overleaf.  Payment terms are 30 days from invoice date. |

A purchase order from the customer has now been received after the customer accepted the terms of the quotation:

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| ORDER  **Harries Pros**  84 Looney Road Stubbington PO14 7JS   |  |  |  |  | | --- | --- | --- | --- | | To: | Have IT Services 18 Jows Way Hillhead PO14 3NQ | Order number: | PO4561 | | Your reference: | 814 | | Date:  Date required: | 8 December  12 December |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | Item | Description | Quantity | Unit price | Total | | A6187 | Colour print cartridges | 40 | £420 | £16,800 | |

The customer, Harries Pros, are ordering 40 units. In line with the quotation, this qualifies for a 5% bulk buy discount as the order exceeds 30 units.

On 10 December, goods were delivered to the customer, with invoice number 8797 and a bulk discount given.

* + - 1. **The sales invoice can be completed using the information from the quotation and purchase order.**

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| Invoice  **HAVE IT SERVICES**  18 Jows Way Hillhead PO14 3NQ   |  |  |  |  | | --- | --- | --- | --- | | T**o:** | Harries Pros 84 Looney Road Stubbington PO14 7JS | **Invoice number:** | 8797 | | **Date:** | 10 December | | **VAT registration no:** | 982 4198 60 |  |  |  | | --- | --- | |  |  | | 40 Printer Cartridges at £420 each | Product code: A6187 | | Value at list price 40 units x £420 | £16,800 | | Less 5% bulk discount £16,800 x 0.05 | £840 | | Net invoice amount £16,800 - £840 | £15,960 | | VAT at 20% £15,960 x 0.2 or £15,960 / 5 | £3,192 | | Gross invoice amount | £19,152 |   Payment terms are 30 days from invoice date. |