SALES INVOICE TEMPLATE

Company Name
123 Main Street
Hamilton, OH 44416
(321) 456-7890
Email Address

DATE
02/15/18

INVOICE NO.
A249

CUSTOMER NO.
1144

BILL TO
ATTN: Name / Dept
Company Name
123 Main Street
Hamilton, OH 44415
(321) 456-7890
Email Address

SHIP TO
ATTN: Name / Dept
Company Name
123 Main Street
Hamilton, OH 44415
(321) 456-7890

P.O. NO.	SHIP DATE	SHIP VIA	SALESPERSON	FOB	TERMS

ITEM NO.	DESCRIPTION	QTY	UNIT PRICE	TOTAL
A111	Women's Tall - M	10	$ 12.00	$ 120.00
B222	Men's Tall - M	5	$ 20.00	$ 100.00
C333	Children's - S	10	$ 5.00	$ 50.00
D444	Men's - XL	5	$ 12.00	$ 60.00
				$ -
				$ -
				$ -
				$ -
				$ -

Remarks / Instructions:

SUBTOTAL	$	300.00
TAX RATE 3.80%	$	11.40
SHIPPING/HANDLING	$	30.00
OTHER	$	15.00
TOTAL	**$**	**356.40**

Please make check payable to Your Company Name.

THANK YOU

For questions concerning this invoice, please contact
Name, (321) 456-7890, Email Address

www.yourwebaddress.com