

Company Name

14-106 TECH TOWN, EAST, NYC

Phone# (333)-5555-5555

Invoice# 4009-887

Email abc@wordexceltemplates.com

LOGO HERE

Company Invoice

Bill To:

Company Name

Customer Name

Address

Phone#

Mr. Adam Smith

8-98 WEST Garden, LA

(000) 111-2222

Ship To:

Name

Company Name

Address

Phone#

Adam Gill

ABC Ltd.

Street/City/Zip

(111) 222-3333

COMMENTS:

ENTER YOUR COMMENT HERE

Shipment Details

P.O. Number

897-A23

Shipping Date

23/08/2013

Method

Carrier

TERMS

Overnight priority

USPS

Due on Receipt

Item	Description	Quantity	Unit Price	Amount
Tables	fully furnished with accessories	10	\$20.00	\$200.00
Computer	New	23	\$150.00	\$3,730.00
Stationery	Mixed	13	\$20.00	\$260.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00

SUBTOTAL \$4,375.00

TAX RATE 4%

SALES TAX

SHIPPING & HANDLING

TOTAL \$4,375.00

Make all checks payable to Company Name

For any questions please contact Mr. Enderson at Tel 0- or fax at 0-000 00000000-0000

Thank you for business with us