

# INVOICE TEMPLATE

Company Name

123 Main Street

Hamilton, OH 44416

(321) 456-7890

Email Address

Point of Contact

DATE

03/16/18

INVOICE NO.

A246

CUSTOMER NO.

114F

## BILL TO

ATTN: Name / Dept

Company Name

123 Main Street

Hamilton, OH 44416

(321) 456-7890

Email Address

## SHIP TO

ATTN: Name / Dept

Company Name

123 Main Street

Hamilton, OH 44416

(321) 456-7890

P.O. NO.	SHIP DATE	SHIP VIA	SALESPERSON	FOB	TERMS
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ITEM NO.	DESCRIPTION	QTY	UNIT PRICE	TOTAL
A111	Women's Tail - M	10	\$10.00	\$100.00
B222	Men's Tail - M	5	\$20.00	\$100.00
C333	Children's - S	10	\$5.00	\$50.00
D444	Men's - XL	5	\$10.00	\$50.00

Remarks / Instructions:

Please make check payable to Your Company Name.

**THANK YOU**

SUBTOTAL		\$300.00
TAX	3.80%	\$11.40
SHIPPING/HANDLING		\$20.00
OTHER		\$15.00
TOTAL		\$356.40

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

[www.yourwebaddress.com](http://www.yourwebaddress.com)