

INVOICE



INVOICE TO:
[Name]

DATE:
February 22, 2018

DUE DATE:
March 10, 2018

Bill From:

[Name]
[Company Name]
[Street Address]
[City, ST ZIP Code]
[Phone]

Bill To:

[Name]
[Company Name]
[Street Address]
[City, ST ZIP Code]
[Phone]

ID	DESCRIPTION	QUANTITY	PRICE \$	TOTAL \$
01	Universal Ink, Approx 60 sheets, 12 per box	2	480.00	960.00
02	Ultra-Rapid Economy Paper, 80% Recycled, 12 per box	5	330.00	1,650.00
03	Ultra-Rapid, 12 per box	8	250.00	2,000.00
04	Ultra-Rapid, 12 per box, 12 per box	4	100.00	400.00
			Subtotal	\$7,510.00
			Sales Tax 8%	\$600.80
			Sub	\$50.00
			Total Due	\$8,160.80

Please make a payment to:

Beneficiary Name [Company Name]
Beneficiary Account Number [123456789]
Bank Name and Address [Bank Name and Address]
Bank Swift Code [123456789]
BIC Number [123456789]

Terms and conditions

Thank you for your business. Please send payment within 30 days of receiving this invoice. There will be a 1.5% interest charge per month on late invoices.