

# SALES INVOICE TEMPLATE

Company Name  
123 Main Street  
Hamilton, OH 44415  
(321) 456-7890  
Email Address

DATE

QUOTED

PURCH NO.

AGE

CUSTOMER NO.

(150)

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

OLD NO.	SHIP DATE	SHIP VIA	SALES PERSON	FOB	TERMS

ITEM NO.	DESCRIPTION	QTY	UNIT PRICE	TOTAL
A111	Women's Tail - M	10	\$	120.00
B222	Men's Tail - M	5	\$	120.00
C333	Children's - B	10	\$	30.00
D444	Men's - XL	5	\$	90.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -

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