

SALES INVOICE TEMPLATE

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

DATE

02/15/18

INVOICE NO.

A245

CUSTOMER NO.

1148

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

PO NO.	SHIP DATE	SHIP VIA	SALESPERSON	PO#	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	\$ 6.00	\$ 30.00

	\$ -
	\$ -
	\$ -
	\$ -
	\$ -

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