[Your Company Name]

[Your Company Slogan]

[Address]
[Town, County Postal Code]
[Phone (01234 567890)] [Fax (01234 567890)]

INVOICE

INVOICE No [100]
DATE: 9 October, 2011

Billing Address:
[Name]
[Company]
[Address]
[Town, County Postal Code]
[Phone]

Delivery Address:
[Name]
[Company]
[Address]
[Town, County Postal Code]
[Phone]

Comments or special instructions:

SALESPERSON	JOB NUMBER	SHIP DATE	SHIP VIA	F.O.B. POINT	TERMS
					[Cash or Delivery]

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
		SUBTOTAL	
		SALES TAX	
		P&P	
		TOTAL DUE	

Make all cheques payable to **[Your Company Name]**
If you have any questions concerning this invoice, contact [Name, Phone number, E-mail]

THANK YOU FOR YOUR BUSINESS!