

INVOICE TEMPLATE

Company Name
123 Main Street
Hamilton, OH 44418
(321) 456-7890
Email Address
Point of Contact

DATE
03/18/18
INVOICE NO.
A246
CUSTOMER NO.
114H

BILL TO
ATTN: Name \ Dept
Company Name
123 Main Street
Hamilton, OH 44418
(321) 456-7890
Email Address

SHIP TO
ATTN: Name \ Dept
Company Name
123 Main Street
Hamilton, OH 44418
(321) 456-7890

P.O. NO.	SHIP DATE	SHIP VIA	SALESPERSON	FOB	TERMS
ITEM NO.	DESCRIPTION	QTY	UNIT PRICE	TOTAL	
A111	Women's Tall - M	10	\$10.00	\$100.00	
B222	Men's Tall - M	5	\$20.00	\$100.00	
C333	Children's - S	10	\$5.00	\$50.00	
D444	Men's - XL	5	\$10.00	\$50.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
			SUBTOTAL	\$300.00	
			TAX	3.80%	\$11.40
			SHIPPING/HANDLING		\$20.00
			OTHER		\$15.00
			TOTAL		\$356.40

THANK YOU

Please make check payable to Your Company Name.

Remarks \ Instructions

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