

# SALES INVOICE TEMPLATE

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

DATE

02/15/18

INVOICE NO.

A210

CUSTOMER NO.

114H

## 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

R.O. NO.	SHIP DATE	SHIP VIA	SALESPERSON	FOB	TERMS
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ITEM NO.	DESCRIPTION	QTY	UNIT PRICE	TOTAL
A111	Women's Tall - M	10	\$ 20.00	\$ 200.00
B222	Men's Tall - Y	5	\$ 20.00	\$ 100.00
C333	Children's - S	10	\$ 5.00	\$ 50.00
D444	Men's - XL	5	\$ 10.00	\$ 50.00

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

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)