|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| <Company Name> | | | | | | | | | | | |
|  | | | | | | | | | | | |
|  | |  |  | | | | **Purchase Invoice** | | | | |
|  |  | | | | |  | | | |
|  | DATE: | | | | | | | | **4/15/2019 12:00:00 AM** |
|  | PURCHASE ORDER NO.: | | | | | | | | **1245** |
|  | | | | | | | | | | | |
| **VENDOR INFORMATION** | | | | | | | | | | | |
| VENDOR NAME | | | | | SALES PERSON | | | | | | |
| **ABC Office Supplies** | | | | | **John Smith** | | | | | | |
| ADDRESS | | | | | | | | | | | |
| **1667 K Street NW, Washington DC 2006** | | | | | | | | | | | |
| CONTACT NO. | | | | | EMAIL ADDRESS | | | | | | |
| **(203) 743-8993** | | | | | **<Email Address>** | | | | | | |
| **CUSTOMER INFORMATION** | | | | | | | | | | | |
| CUSTOMER NAME | | | | | CONTACT PERSON | | | | | | |
| **Franklin Middle School** | | | | | **Helen Wilson / Purchasing Department** | | | | | | |
| ADDRESS | | | | | | | | | | | |
| **Washington DC, USA** | | | | | | | | | | | |
| CONTACT NO. | | | | | EMAIL ADDRESS | | | | | | |
| **(203) 334-7234** | | | | | **<Email Address>** | | | | | | |
| **Item No.** | **Details** | | | | **Unit** | | **Quantity** | | **Unit Price** | | **Total** |
| 1) |  | | | |  | |  | |  | |  |
| 2) |  | | | |  | |  | |  | |  |
| 3) |  | | | |  | |  | |  | |  |
| 4) |  | | | |  | |  | |  | |  |
| 5) |  | | | |  | |  | |  | |  |
| 6) |  | | | |  | |  | |  | |  |
|  |  | | | |  | |  | |  | |  |
|  |  | | | |  | |  | |  | |  |
|  |  | | | |  | |  | |  | |  |
|  |  | | | |  | |  | |  | |  |
|  |  | | | |  | |  | |  | |  |
|  |  | | | |  | |  | |  | |  |
|  |  | | | |  | |  | |  | |  |
|  |  | | | |  | |  | |  | |  |
| **Additional Notes:** | | | |  | | **Subtotal** | | | | | **316.00** |
| Payment shall be 30 days upon delivery of the above items. | | | |  | | Taxes (%) | | | | 12 | 37.92 |
|  | | Discount (%) | | | | 5 | 15.80 |
|  | | **Total** | | | | | **338.12** |
|  | | **Authorized By** | | | | | |
|  | |  | | | | | |
|  | |
|  | | <Name of Authorized Signatory> | | | | | |
|  | | <Title> | | | | | |