

SALES INVOICE TEMPLATE

Company Name  
123 Main Street  
Hamilton, OH 44416  
(321) 456-7890  
Email Address

DATE
02/15/18
INVOICE NO.
A246
CUSTOMER NO.
114H

BILL TO
ATTN: Name / Dept
Company Name
123 Main Street
Hamilton, OH 44416
(321) 456-7890
Email Address

SHIP TO
ATTN: Name / Dept
Company Name
123 Main Street
Hamilton, OH 44416
(321) 456-7890

P.O. NO.	SHIP DATE	SHIP VIA	SALESPERSON	FCB	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
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -

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