## [Your Company Name]

INVOICE

[Your Company Slogan]

[Address] [Town, County Postal Code] Phono [01234 567890] Fax [01234 567890]

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	P.O. NUMBER	SENT DATE	SENT VIA	F.O.B. POINT	TERMS
					Due on receipt
				100	

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
		SUBTOTAL	
		SALES TAX	
		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!