

# INVOICE TEMPLATE

Company Name  
123 Main Street  
Hamilton, OH 44416  
(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 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	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

Remarks / Instructions:

Please make check payable to Your Company Name.

THANK YOU

SUBTOTAL	\$300.00
TAX 3.80%	\$11.40
SHIPPING/HANDLING	\$30.00
OTHER	\$15.00
TOTAL	\$356.40

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