

Company Name

H-106 TECH TOWN, EAST, NYC

Phone# (555)-5555-5555

Invoice# 1009-987

Email abc@wordexceltemplates.com

LOGO HERE

Company Invoice

Bill To:

Company Name

Customer Name

Address

Phone#

Mr. Adam Smith

8-98 WEST Garden, LA

(000) 111-2222

Ship To:

Name

Company Name

Address

Phone#

Adam Gill

ABC Ltd.

Street/City/Zip

(111) 222-3333

COMMENTS:

[ENTER YOUR COMMENT HERE]

Shipment Details

P.O Number

897-A23

Shipping Date

28/08/2015

Method

Carrier

TERMS

Overnight priority

USPS

Due on Receipt

Item	Description	Quantity	Unit Price	Amount
Tables	fully furnished with accessories	10	\$25.00	\$250.00
Computer	New	25	\$150.00	\$3,750.00
Stationary	Mixed	15	\$25.00	\$375.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00

SUBTOTAL

\$4,375.00

TAX RATE

4%

SALES TAX

SHIPPING & HANDLING

TOTAL

\$4,375.00

Make all checks payable to Company Name

For any questions please contact Mr. Enderson at Tel 0- or fax at 0-000-0000000-0000

Thank you for business with us

