

MONTH DAY YEAR

COMPANY NAME HERE

Suite 555

City, State 55555

P 555-555-5555

F 555-555-5555

www.webaddress.com

TO:

COMPANY NAME HERE

5555 Street Address

Suite 555

City, State 55555

P 555-555-5555

F 555-555-5555

SHIP TO:

COMPANY NAME HERE

5555 Street Address

Suite 555

City, State 55555

P 555-555-5555

F 555-555-5555



SALES REP.	P.O. NUMBER	SHIP DATE	SHIP VIA	FOB	TERMS

[illegible]

Make all checks payable to **YOUR COMPANY NAME**
THANK YOU FOR YOUR BUSINESS!