

CONTOSO LTD.

INVOICE

Contoso Headquarters
 123 456th St
 New York, NY, 10001

INVOICE: INV-100
INVOICE DATE: 11/15/2019
DUE DATE: 12/15/2019
CUSTOMER NAME: MICROSOFT CORPORATION

Microsoft Corp
 123 Other St,
 Redmond WA, 98052

EMAIL: invoices@Microsoft.com
FAX: 651-602-2626
TELEPHONE: 651-602-6234

BILL TO:
 Microsoft Finance
 123 Bill St,
 Redmond WA, 98052

SALESPERSON	P.O. NUMBER	REQUISITIONER	SHIPPED VIA	F.O.B. POINT	TERMS
John Doe	PO-3333	Jane Doe	USPS	Seattle, WA	NET 30

DATE	ITEM CODE	DESCRIPTION	QTY	UM	PRICE	TAX	AMOUNT
3/4/2021	A123	Consulting Services	2	hours	\$30.00	\$6.00	\$60.00
3/5/2021	B456	Document Fee	3		\$10.00	\$3.00	\$30.00
3/6/2021	C789	Printing Fee	10	pages	\$1.00	\$1.00	\$10.00

SUBTOTAL	\$100.00
SALES TAX	\$10.00
TOTAL	\$110.00
PREVIOUS UNPAID BALANCE	\$500.00
AMOUNT DUE	\$610.00

THANK YOU FOR YOUR BUSINESS!