|  |  |  |  |
| --- | --- | --- | --- |
| 3310 Lewis Ave  Signal Hill, CA 90755  Phone: 540.327.2377 | |  | | --- | | INVOICE | | Invoice #100Date: Enter date | |

|  |  |
| --- | --- |
| Bill to: Marilyn Scott  4205 Hunter Green Court  Richmond, VA 23294 | Ship To: Marilyn Scott  4205 Hunter Green Court  Richmond, VA 23294 |

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| --- |
| Comments or special instructions: Your comments |

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| --- | --- | --- | --- | --- | --- |
| SALESPERSON | P.O. NUMBER | REQUISITIONER | SHIPPED VIA | F.O.B. POINT | TERMS |
| Enter here | Enter here | Enter here | Enter here | Enter here | Due on receipt |

| QUANTITY | DESCRIPTION | UNIT PRICE | TOTAL |
| --- | --- | --- | --- |
| Quantity 1 | Enter description | Enter price | Enter total |
| Quantity 2 | Enter description | Enter price | Enter total |
| Quantity 3 | Enter description | Enter price | Enter total |
| Quantity 4 | Enter description | Enter price | Enter total |
| Quantity 5 | Enter description | Enter price | Enter total |
| Quantity 6 | Enter description | Enter price | Enter total |
| Quantity 7 | Enter description | Enter price | Enter total |
| Quantity 8 | Enter description | Enter price | Enter total |
| Quantity 9 | Enter description | Enter price | Enter total |
| Quantity 10 | Enter description | Enter price | Enter total |

|  |  |
| --- | --- |
| SUBTOTAL | Enter subtotal |
| SALES TAX | Enter sales tax |
| SHIPPING & HANDLING | Enter shipping & handling |
| TOTAL DUE | Enter total due |

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| Make all checks payable to Organic Matter(s).  If you have any questions concerning this invoice, contact: Your Name at 540.327.2377 or Email. |
| Thank you for your business! |