|  |  |  |  |
| --- | --- | --- | --- |
|  | | **INVOICE**  **[Company name from]**  [Street from]  [City from], [Zip code from]  [Phone from]  [Email from] | |
| **BILL TO:**  [Company name to]  [Street to]  [City to], [Zip code to]  [Phone to]  [Email to] |  |  | INVOICE #: [Invoice number]  DATE: [Date]  DUE DATE: [Due date] |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| SALESPERSON | P.O. NUMBER | REQUISITIONER | SHIPPED VIA | F.O.B. POINT | TERMS |
|  | [Purchase order] |  |  |  | Due on receipt |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ITEM | DESCRIPTION | QUANTITY | PRICE | DISCOUNT | TOTAL |
| [Product name 1] | [Product description 1] | [Quantity 1] | [Price 1] | [Product discount 1] | [Product total 1] |
| [Product name 2] | [Product description 2] | [Quantity 2] | [Price 2] | [Product discount 2] | [Product total 2] |
| [Product name 3] | [Product description 3] | [Quantity 3] | [Price 3] | [Product discount 3] | [Product total 3] |
| [Product name 4] | [Product description 4] | [Quantity 4] | [Price 4] | [Product discount 4] | [Product total 4] |
| [Product name 5] | [Product description 5] | [Quantity 5] | [Price 5] | [Product discount 5] | [Product total 5] |
| [Product name 6] | [Product description 6] | [Quantity 6] | [Price 6] | [Product discount 6] | [Product total 6] |
| [Product name 7] | [Product description 7] | [Quantity 7] | [Price 7] | [Product discount 7] | [Product total 7] |
| [Product name 8] | [Product description 8] | [Quantity 8] | [Price 8] | [Product discount 8] | [Product total 8] |
| [Product name 9] | [Product description 9] | [Quantity 9] | [Price 9] | [Product discount 9] | [Product total 9] |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  | | | Subtotal | | $[Subtotal] |
| Tax [Tax rate]% | | $[Tax] |
| Discount [Discount rate]% | | $[Total discount] |
| **Total** | | **$[Total]** |

Make all checks payable to [Company name to]. Please quote invoice no. when paying.

If you have any questions concerning this invoice, please, contact [Person name] at (416) 754-9000 or [Person email].

Bank Details: Wachovia Bank, Bank Account: 00022567891509, Routing Number: 0719786513, 310 South College Street, Suite 4000, Charlotte, NC 28282.