

Account Number	Contract Number	Invoice Date	Invoice Number	SVC	C V
1	2	3	4	5	6

Your account name
Your address
Your phone number and contact person



HOW TO READ YOUR INVOICE

40 East California Blvd.
Pasadena, California 91105-3203
(626) 564-4576 (800) 286-0526
(626) 792-4337 fax
Email info@calinen.com
www.calinen.com

SPECIALIZING IN

- Quality Table Linen
- Chef Cooks Apparel
- Complete Line Of Health Care Linen
- Health & Beauty Towels
- Entrance Mats & Mops

REF #	PRODUCT NUMBER	DESCRIPTION	DEL QTY	MIN QTY	UNIT PRICE	BILLING AMOUNT	ADJUSTMENTS QTY	AMT	LAST DEL	DEL 2	DEL 3	DEL 4	AVG DEL	PREV. INV	CURR INV	OPT. INV
		Items we are delivering	7	8	9	10	11		12				13	14	15	16
<p>1- Your account number is used for keeping track of all your invoices. Refer to this number when you need to inquire about accounting.</p> <p>2- Your contract number is used to keep track of delivery information. Refer to this number when you need to inquire about deliveries and service concerns.</p> <p>3- Invoice Date-the day you are receiving the delivery.</p> <p>4- Invoice Number-refer to this number if you have a question regarding this particular invoice.</p> <p>5- Frequency of your service. W if you receive weekly service, E for every other week service</p> <p>6- Your payment terms- C for cash on delivery, L for ledger.</p> <p>7- The amount we are delivering. This amount is the same amount you returned in your soils the previous week, unless you request a different amount.</p> <p>8- The minimum amount that you are being billed for. If this amount is consistently higher than your delivery amount, it indicates that you may need to reduce your inventory quantity.</p> <p>9- The price per unit of each item.</p> <p>10- Minimum billed quantity multiplied by unit price</p> <p>11- Any adjustments that our representatives make to your delivery will be written here.</p> <p>12- The amount we delivered last week for each particular item. This is followed by the previous 3 weeks as well. This helps you keep track of your usage.</p> <p>13- This amount is the average of the last 4 weeks' delivery quantity for each particular item.</p> <p>14- Previous inventory-this shows what your inventory was before your most recent inventory change.</p> <p>15- Current inventory-the inventory we have for your account. This includes what is being delivered, what is on shelf, what is in use, and what is being picked up in soils.</p> <p>16- Optimum inventory-a suggestion of what your inventory level should be based upon the average weekly amount that you return.</p>																

Condition of transaction subject to service agreement.

Received by. Your signature when you receive the delivery

Thank You

Customer responsible for lost and damaged merchandise.

SUB-TOTAL	
SALES TAX	
AMOUNT THIS INVOICE	
TOTAL NET ADJUST	▶
ADJUSTED TOTAL	▶

Comments:

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Open time and special delivery instructions