

GreenLeaf Supplies

789 Eco-Friendly Way
Portland, OR 97201
Phone: (503) 555-0789
Email: orders@greenleafsupplies.com

INVOICE

Invoice Number: 2024-03-456

Invoice Date: March 22, 2024

Customer Account: CDS-2024

Due Date: April 21, 2024

Payment Terms: Net 30 Days

Sales Rep: Sarah Martinez

Bill To:

Creative Design Studio LLC
321 Designer Boulevard
Seattle, WA 98101
Attn: Office Manager

Item	Description	Qty	Unit Price	Amount
1	Recycled Copy Paper (Case of 10 reams)	3	\$45.99	\$137.97
2	Eco-Friendly Ballpoint Pens (Box of 50)	5	\$12.50	\$62.50
3	Recycled Sticky Notes (Pack of 12)	8	\$8.75	\$70.00
4	Biodegradable Binder Clips (Assorted)	10	\$4.25	\$42.50
5	Recycled File Folders (Box of 100)	2	\$28.99	\$57.98
6	Bamboo Desk Organizer Set	4	\$35.00	\$140.00
7	Whiteboard Markers (12-pack)	6	\$15.99	\$95.94
8	Shipping & Handling	1	\$25.00	\$25.00

Subtotal: \$631.89

Sales Tax (7.5%): \$47.39

Total Due: \$679.28

Payment Options:

Pay by check, credit card, or ACH transfer.
For credit card payments, please call our office.

Thank you for choosing GreenLeaf Supplies - Sustainable Solutions for Your Office!