

**Contoso Devices**  
*We deliver your devices!*

**INVOICE**

Contoso Incorporated  
Phone: 012 34567890  
Fax: 023 45678901

INVOICE #100  
DATE: ENTER DATE

**TO:**  
Finance department  
Tailspin toys  
123 Tailspin Avenue

**SHIP TO:**  
Finance department  
Tailspin toys  
123 Tailspin Avenue

**COMMENTS OR SPECIAL INSTRUCTIONS:**  
Your comments

SALESPERSON	P.O. NUMBER	REQUISITIONER	SHIPPED VIA	F.O.B. POINT	TERMS
Eric Contoso	123456	Enter here	Enter here	Enter here	Due on receipt

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
1	Aspire U	1899.99	1899.99
SUBTOTAL			1899.99
SALES TAX			0.00
SHIPPING & HANDLING			0.00
TOTAL DUE			1899.99

Make all checks payable to Contoso Devices.  
If you have any questions concerning this invoice, contact: Your Name at 012 34567890 or Email.  
**THANK YOU FOR YOUR BUSINESS!**