

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
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

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!