|  |  |
| --- | --- |
| **Regional Office Supplies**  15 Andheri Ind Est Mumbai, Maharashtra 400059  Phone: +91 22 2800 5678 | INVOICE |
|  | Invoice: INV-2024-001DATE: 2024-03-24 |
| To: Acme Corp  1 Corporate Drive  Pimpri-Chinchwad, MH 411019  Phone: 020-12345678  Fax: 020-87654321 | Ship To: Amit Singh  Tech Park One 1 Corporate Drive Pimpri-Chinchwad, Maharashtra 411019  Phone: 1234567890 |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | SALESPERSON | P.O. NUMBER | REQUISITIONER | SHIPPED VIA | F.O.B. POINT | TERMS | | Adarsh | PO-2024-09001 | Amit Singh |  |  | Net 30 | |

| QUANTITY | DESCRIPTION | hsn | UNIT PRICE | TOTAL |
| --- | --- | --- | --- | --- |
| 10 | A4 Printer Paper (Ream, 500 Sheets) | OFF-PAP-A4R | 672.00 | 6720.00 |
| 5 | Desk Stapler - Standard | OFF-STP-DESK | 1258.00 | 6290.00 |
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|  | SUBTOTAL | 13010.00 |
|  | SALES TAX | 2341.80 |
|  | SHIPPING & HANDLING | 500.00 |
|  | TOTAL due | 15851.80 |
|  |  |  |

Make all checks payable to Acme Corp If you have any questions concerning this invoice,

contact Accounts at 020-98765432 or accounts@acmecorp.com

Thank you for your business!