|  |  |
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| XYZ  202/1, Gachibowli  Phone +91 5566449922  Fax 040-456789 | INVOICE |
| Invoice #[100]  Date: 2/13/2020 |

|  |  |
| --- | --- |
| To:  Krishna K  ABC Company  203/1, Gachibowli  Hyderabad, 500032  +91 8899889988 | Ship To:  Ramesh M  [Company Name]  200/1, Hi-tech City  Hyderabad, 500031  +91 6677889944 |
| Comments or special instructions:  Few instructions to follow | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| SALESPERSON | P.O. NUMBER | REQUISITIONER | SHIPPED VIA | F.O.B. POINT | TERMS |
| Jayesh |  |  | Sky Carrier | 123 | Due on receipt |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| QUANTITY | DESCRIPTION | | UNIT PRICE | TOTAL |
| 10 | Product #112 | | 500 | 500 |
| 25 | Product #113 | | 40 | 1000 |
| 30 | Product #114 | | 100 | 3000 |
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|  |  | |  |  |
|  | | SUBTOTAL | | 4500 |
| SALES TAX | | 500 |
| SHIPPING & HANDLING | | 500 |
| TOTAL due | | 5500 |

|  |
| --- |
| Make all checks payable to XYZ.  If you have any questions concerning this invoice, contact: Kumar J at +91 5566449922 or xyz@xyz.com. |
| Thank you for your business! |