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| --- | --- |
| Your company Name Phone Fax | INVOICE |
| Invoice #  Date: October 9, 2011 |

|  |  |
| --- | --- |
| To: | Ship To: |
| Comments or special instructions: | |

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| --- | --- | --- | --- | --- | --- |
| SALESPERSON | P.O. NUMBER | REQUISITIONER | SHIPPED VIA | F.O.B. POINT | TERMS |
|  |  |  |  |  |  |

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| --- | --- | --- | --- | --- |
| QUANTITY | DESCRIPTION | | UNIT PRICE | TOTAL |
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|  | | SUBTOTAL | |  |
| SALES TAX | |  |
| SHIPPING & HANDLING | |  |
| TOTAL due | |  |

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| --- | --- |
| |  | | --- | | Make all checks payable to  Payment is due within 30 days.  If you have any questions concerning this invoice, contact  Thank you for your business! | |
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