

Customer Info: John Doe 123 Maple Street Springfield, IL 62701 Tel: (217) 555-1234 Fax: (217) 555-5678 Email: johndoe@example.com

Date: 2024-07-06
Purchase Order No.: 1001
Account/Customer ID No.: CUST-001

To: [Vendor Info]
Tech Supplies Inc.
456 Oak Avenue
Chicago, IL 60611
Tel: (312) 555-7890
Fax: (312) 555-0987

Shipping Method: FedEx
Shipping Terms: FOB
Delivery Date: 2024-07-10

Description	Quantity	Unit Price	Total
Laptops	10	\$800.00	\$8,000.00
Keyboards	15	\$25.00	\$375.00
Monitors	10	\$150.00	\$1,500.00

Subtotal: \$9,875.00
Sales Tax: @ 8.25% \$814.69
Shipping: \$50.00
Other: \$0.00
Discount: (\$0.00)

Total Amount Payable: \$10,739.69

Special Instructions:

1. Please contact us immediately if you are unable to fulfill the order as requested.
2. Please enclose two copies of the invoice with the order.
3. Please make delivery to: Name: John Doe Address: 123 Maple Street, Springfield, IL 62701 Tel: (217) 555-1234
4. The payment terms will be: Net 30 days.
5. Other: None

Authorized by: John Doe
Date: 2024-07-06