

Customer Info: Jane Smith 789 Birch Road Seattle, WA 98101 Tel: (206) 555-2345 Fax: (206) 555-6789 Email: janesmith@example.com

Date: 2024-07-06
Purchase Order No.: 1002
Account/Customer ID No.: CUST-002

To: [Vendor Info]
Office Supplies Co.
123 Pine Street
Portland, OR 97204
Tel: (503) 555-3456
Fax: (503) 555-7890

Shipping Method: UPS
Shipping Terms: CIF
Delivery Date: 2024-07-12

Description	Quantity	Unit Price	Total
Office Chairs	20	\$120.00	\$2,400.00
Desks	10	\$200.00	\$2,000.00
Filing Cabinets	5	\$150.00	\$750.00

Subtotal: \$5,150.00
Sales Tax: @ 9.50% \$489.25
Shipping: \$75.00
Other: \$0.00
Discount: (\$0.00)

Total Amount Payable: \$5,714.25

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: Jane Smith Address: 789 Birch Road, Seattle, WA 98101 Tel: (206) 555-2345
4. The payment terms will be: Net 45 days.
5. Other: None

Authorized by: Jane Smith
Date: 2024-07-06