

Customer Info: Emily Davis 654 Walnut Street Denver, CO 80202 Tel: (303) 555-5678 Fax: (303) 555-6789 Email: emilydavis@example.com

Date: 2024-07-06
Purchase Order No.: 1004
Account/Customer ID No.: CUST-004

To: [Vendor Info]
Furniture Depot
987 Pine Street
San Francisco, CA 94102
Tel: (415) 555-6789
Fax: (415) 555-7890

Shipping Method: Priority mail
Shipping Terms: DDP
Delivery Date: 2024-07-18

Description	Quantity	Unit Price	Total
Conference Tables	3	\$600.00	\$1,800.00
Office Chairs	15	\$150.00	\$2,250.00
Whiteboards	5	\$200.00	\$1,000.00

Subtotal: \$5,050.00
Sales Tax: @ 8.50% \$429.25
Shipping: \$50.00
Other: \$0.00
Discount: (\$0.00)

Total Amount Payable: \$5,529.25

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: Emily Davis Address: 654 Walnut Street, Denver, CO 80202 Tel: (303) 555-5678
4. The payment terms will be: Net 30 days.
5. Other: None

Authorized by: Emily Davis
Date: 2024-07-06