

# INVOICE



Logo  
Name

**DATE**

Date

**INVOICE NO**

Number

**YOUR COMPANY**

Street Address  
City, ST ZIP Code  
Phone  
Fax  
Email

**INVOICE TO**

Street Address  
City, ST ZIP Code  
Phone  
Fax  
Email

SALESPERSON	JOB	PAYMENT TERMS	DUE DATE
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Due on Receipt

QUANTITY	DESCRIPTION	UNIT PRICE	LINE TOTAL
Product	Product description	\$Amount	\$Amount
Product	Product description	\$Amount	\$Amount
Product	Product description	\$Amount	\$Amount
Product	Product description	\$Amount	\$Amount

Subtotal	
Sales Tax	
Total	

*Earthenware for everyone*

**POTTERY & CO.**

# INVOICE

89 Pacific Ave, San Francisco, CA 45321  
Phone: (123) 456-7890  
Fax: (123) 456-7891

**Invoice #100**  
**Date: 1/1/23**

**Bill To:**

Mollie Grau  
Perfect Places Interior Design  
210 Stars Avenue  
Berkeley, CA 78910  
(123) 987-6543

**Ship To:**

Mollie Grau  
Perfect Places Interior Design  
210 Stars Avenue  
Berkeley, CA 78910  
(123) 987-6543

**Comments or special instructions:**

Shipment contains fragile goods

<b>SALESPERSON</b>	<b>P.O. NUMBER</b>	<b>REQUISITIONER</b>	<b>SHIPPED VIA</b>	<b>F.O.B. POINT</b>	<b>TERMS</b>
Suman	143	Nathan Rigby	Express air	Warehouse	Due on receipt

<b>QUANTITY</b>	<b>DESCRIPTION</b>	<b>UNIT PRICE</b>	<b>TOTAL</b>
100	Decorative clay pottery (LG)	13.00	1300.00

<b>SUBTOTAL</b>	1300.00
<b>SALES TAX</b>	65.00
<b>SHIPPING &amp; HANDLING</b>	24.99
<b>TOTAL DUE</b>	1389.99

Make all checks payable to Pottery & Co.  
If you have any questions concerning this invoice, contact: Suman at (123) 456-7890.

***Thank you for your business!***