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| **Pottery & Co.**  *Earthenware for everyone*  89 Pacific Ave, San Francisco, CA 45321  Phone: (123) 456-7890  Fax: (123) 456-7891 |  | **INVOICE**  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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **SALESPERSON** | **P.O. NUMBER** | **REQUISITIONER** | **SHIPPED VIA** | **F.O.B. POINT** | **TERMS** |
| Suman | 143 | Nathan Rigby | Express air | Warehouse | Due on receipt |

|  |  |  |  |
| --- | --- | --- | --- |
| **QUANTITY** | **DESCRIPTION** | **UNIT PRICE** | **TOTAL** |
| 100 | Decorative clay pottery (LG) | 13.00 | 1300.00 |
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|  |  | SUBTOTAL  SALES TAX      SHIPPING & HANDLING  TOTAL DUE | 1300.00 |
| 65.00 |
| 24.99 |
| 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!**