

ABC Inc.*We work for you!*

123 1st Street N
New York, NY, 12345
Phone: 123-555-1234 Fax: 123-555-5678

INVOICE

INVOICE # 100
DATE: 01/01/2022

TO:

John Smith
XYZ Inc.
456 2nd Avenue
Los Angeles, CA, 90210
Phone: 111-555-9090

COMMENTS OR SPECIAL INSTRUCTIONS:

SALESPERSON	P.O. NUMBER	REQUISITIONER	SHIPPED VIA	F.O.B. POINT	TERMS
Jane Doe	PO-0001234	Bob Smith	USPS	A-7718	Due on receipt

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
10	Medium Widgets	\$15.00	\$150.00
25	Small Widgets	\$7.50	\$187.50
5	Large Sprockets	\$50.00	\$250.00
10	X-Large Containers	\$100.00	\$1000.00

SUBTOTAL	\$1587.50
SALES TAX	5%
SHIPPING & HANDLING	\$125.00
TOTAL DUE	\$1791.88

Make all checks payable to ABC Inc.
If you have any questions concerning this invoice, contact Name, Phone, Email

THANK YOU FOR YOUR BUSINESS!