|  |  |  |
| --- | --- | --- |
| COMPANY NAME  Insert Corporate Slogan Here | Address Line 1  Address Line 2  City, State ZIP | Tel: 1-123-456-7890  Fax: 1-123-456-7890  Web: www.domain.com |

|  |  |  |  |
| --- | --- | --- | --- |
| **ORDER NO.** |  | **DATE SHIPPED** |  |
| **REFERENCE NO.** |  | **SHIPPED VIA** |  |
| **SALESPERSON** |  | **F.O.B. POINT** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **BILL TO:** |  | **SHIP TO:** |  |
| Company: |  | Company: |  |
| Name: |  | Name: |  |
| Address Line 1 |  | Address Line 1 |  |
| Address Line 2 |  | Address Line 2 |  |
| City, State ZIP |  | City, State ZIP |  |
| COUNTRY |  | COUNTRY |  |
| Tel: |  | Tel: |  |
| Fax: |  | Fax: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **DESCRIPTION** | **QUANTITY** | **UNIT PRICE** | **AMOUNT** |
| Item One |  |  |  |
| Item Two |  |  |  |
| Item Three |  |  |  |
| Item Four |  |  |  |
| Item Five |  |  |  |
| Item Six |  |  |  |
| Item Seven |  |  |  |
| SUBTOTAL | | |  |
| TAXES | | |  |
| SHIPPING & HANDLING | | |  |
| TOTAL DUE | | |  |

**THANK YOU FOR DOING BUSINESS WITH US. WE LOOK FORWARD TO SERVING YOU AGAIN.**