| ACME Office Supply, Inc. | INVOICE |
| --- | --- |
| 123 Business Park Drive  Springfield, USA | Invoice #: INV-1001Date: March 1, 2025 |
| To: LlamaCo  Accounts Payable Dept  456 Tech Avenue  San Francisco, CA 94105  Phone: (555) 987-6543 | Ship To: LlamaCo  Receiving Department  456 Tech Avenue  San Francisco, CA 94105  Phone: (555) 987-6544 |

| | SALESPERSON | P.O. NUMBER | REQUISITIONER | SHIPPED VIA | F.O.B. POINT | TERMS | | --- | --- | --- | --- | --- | --- | | John Smith | PO-2024-089 | Sarah Johnson | Ground | Origin | [Due on receipt] | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |

| QUANTITY | DESCRIPTION | UNIT PRICE | TOTAL |
| --- | --- | --- | --- |
| 20 | Printer Toner Cartridges (Model XY-500) | $45.00 | $900.00 |
| 10 | A4 Copy Paper (5000 sheets/box) | $30.00 | $300.00 |
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|  | SUBTOTAL | $1,200.00 |
| --- | --- | --- |
|  | SALES TAX | $96.00 |
|  | SHIPPING & HANDLING | $0.00 |
|  | TOTAL due | $1,296.00 |

Make all checks payable to ACME Office Supply, Inc.

Contact: John Smith | (555) 123-4567 | john.smith@acme.com

**Thank you for your business!**