

[Company Name]

INVOICE

[Address]

INVOICE

Phone[PhPhone]e

DATE: []

TO:

SHIP TO:

COMMENTS OR SPECIAL INSTRUCTIONS:

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
ALESPERSON	P.O. NUMBER	REQUISITIONER	SHIPPED VIA F.O.B. POINT TERMS
			[Due on receipt]
ALESPERSON	P.O. NUMBER	REQUISITIONER	SHIPPED VIA F.O.B. POINT TERMS
		SUBTOTAL	[Due on receipt] receipt]
		SALES TAX	
	SHIPPING	& HANDLING	
QUANTITY	DESCRIPTION	TOTAL DUE UNIT PRICE TOTAL	

SUBTOTAL
SALES TAX
SHIPPING & HANDLING
TOTAL DUE

Make all checks payable to [Company Name]

If you have any questions concerning this invoice, contact [Name], phone, email

THANK YOU FOR YOUR BUSINESS!