

[Company Name]

INVOICE

[Address]

INVOICE []

Phone: [Phone]

DATE: []

TO:

SHIP TO:

COMMENTS OR SPECIAL INSTRUCTIONS:

ALESPERSON	P.O. NUMBER	REQUISITIONER	SHIPPED VIA	F.O.B. POINT	TERMS
					[Due on receipt]

QUANTITY	DESCRIPTION	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!