

# ACME CORPORATION

123 Business Street  
New York, NY 10001  
Phone: (212) 555-1234 | Email: billing@acmecorp.com  
Tax ID: 12-3456789

INVOICE #	INV-2024-001
Date	January 15, 2024
Due Date	February 14, 2024
Payment Terms	Net 30
Purchase Order	PO-2024-001

## BILL TO:

Corporate Headquarters  
Finance Department  
500 Corporate Plaza  
New York, NY 10022

Item Description	Qty	Unit Price	Amount
Office Chairs Model X100	10	\$450.00	\$4,500.00
Desk Lamps LED	20	\$75.00	\$1,500.00

Subtotal: \$6,000.00  
Tax (8%): \$480.00

**TOTAL:** **\$6,480.00**

## PAYMENT INSTRUCTIONS:

Bank Name: Chase Bank  
Account Number: \*\*\*\*5678  
Routing Number: 021000021  
Reference: INV-2024-001

## NOTES:

Thank you for your business. Please remit payment within 30 days.