

TECH SUPPLIES INC
Professional IT Solutions & Equipment

456 Tech Avenue Tel: (415) 555-5678
San Francisco, CA 94102 Fax: (415) 555-5679
www.techsupplies.com Tax ID: 98-7654321

INVOICE TO:

INVOICE DETAILS:

Corporate IT Department
Attn: Procurement Manager
Business Operations Center
San Francisco, CA 94103

Number: INV-2024-002
Date: January 18, 2024
Due: February 17, 2024
PO Ref: PO-2024-002

DESCRIPTION OF SERVICES/PRODUCTS:

Item	Qty	Price	Amount
Laptop Stands - Adjustable	25	\$128.00	\$3,200.00
Premium aluminum construction			
Height adjustable 10-18"			
Model: LS-PRO-2024			

Subtotal: \$3,200.00

Tax (8.5%): \$272.00

Shipping: \$50.00

TOTAL DUE: **\$3,522.00**

REMITTANCE INFORMATION:

Please make payment to:

Bank: Wells Fargo

Account: ****1234

Routing: 121000248

SWIFT: WFBFIUS6S

Payment Terms: Net 30 Days

Late Payment: 1.5% monthly interest applies after due date

NOTES:

NOTE: Thank you for choosing Tech Supplies Inc. For inquiries regarding this invoice, please contact our finance department at finance@techsupplies.com or call (415) 555-5678 ext. 102.

Updated banking information effective 01/15/2024.