INVOICE

|  |  |
| --- | --- |
| Phone Fax | **INVOICE No**  **DATE: 9 October, 2011** |

|  |  |
| --- | --- |
| **Billing Address:** | **Delivery Address:** |

**Comments or special instructions:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **SALESPERSON** | **P.O. NUMBER** | **SENT DATE** | **SENT VIA** | **F.O.B. POINT** | **TERMS** |
|  |  |  |  |  | Due on receipt |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **QUANTITY** | **DESCRIPTION** | | **UNIT PRICE** | **AMOUNT** |
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|  |  | SUBTOTAL | |  |
|  |  | SALES TAX | |  |
|  |  | P&P | |  |
|  |  | **TOTAL DUE** | |  |

Make all cheques payable to

If you have any questions concerning this invoice, contact

**THANK YOU FOR YOUR BUSINESS!**