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| Pottery & Co. Earthenware for everyone  89 Pacific Ave, San Francisco, CA 45321  Phone: (123) 456-7890  Fax: (123) 456-7891 | INVOICE Invoice #100Date: 1/1/23 |

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| Bill To: Mollie Grau  Perfect Places Interior Design  210 Stars Avenue  Berkeley, CA 78910  (123) 987-6543 | Ship To: Mollie Grau  Perfect Places Interior Design  210 Stars Avenue  Berkeley, CA 78910  (123) 987-6543 |

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| Comments or special instructions: Shipment contains fragile goods |

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| SALESPERSON | P.O. NUMBER | REQUISITIONER | SHIPPED VIA | F.O.B. POINT | TERMS |
| Suman | 143 | Nathan Rigby | Express air | Warehouse | Due on receipt |

| QUANTITY | DESCRIPTION | UNIT PRICE | TOTAL |
| --- | --- | --- | --- |
| 6 | Ballpoint Pens | 0.89 | 5.34 |
| 3 | Legal Pads (pack of 2) | 3.99 | 11.97 |
| 4 | Binder Clips (pack of 12) | 1.50 | 6.00 |
| 1 | Whiteboard Eraser | 2.25 | 2.25 |
| 8 | Sticky Memo Pads (pack of 100) | 0.75 | 6.00 |
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| SUBTOTAL | 1300.00 |
| SALES TAX | 65.00 |
| SHIPPING & HANDLING | 24.99 |
| TOTAL DUE | 1389.99 |

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| Make all checks payable to Pottery & Co.  If you have any questions concerning this invoice, contact: Suman at (123) 456-7890. |
| Thank you for your business! |