COURIER INVOICE

COURIER

Business name _____

Address _____

Phone / email _____

INVOICE DETAILS

Invoice no. _____

Invoice date _____

Payment terms _____

Due date _____

Billing period _____

BILL TO (ACCOUNT CLIENT)

Company _____

Address _____

Account no. _____

Accounts payable contact _____

PO no. _____

DELIVERY LOG

Date	Ref. / tracking no.	Pickup to drop-off	Service level	Qty	Fee	Amount

Delivery fees subtotal

WAITING TIME

Date	Ref. / tracking no.	Where	Reason	Hours	Rate per hour	Amount

Waiting time subtotal

HOW TO PAY

Accepted methods _____

Account name _____

Bank details _____

Payment reference _____

Subtotal

Fuel surcharge on delivery fees (_____%)

Sales tax, if applicable (_____%)

Amount due

BILLING TERMS

_____

_____

Please quote the account and invoice numbers with your payment.