INVOICE

FROM

Business name _____

Address _____

Phone / email _____

INVOICE DETAILS

Invoice no. _____

Invoice date _____

Payment terms _____

Due date _____

Customer PO no. _____

BILL TO

Company _____ Attention _____

Address _____

Email _____

SHIP TO

Address _____

Shipped _____

PRODUCTS

Product	Item no.	Qty	Unit price	Amount

HOW TO PAY

Accepted methods _____

Account name _____

Bank details _____

Payment reference _____

Subtotal	
Volume discount (_____%)	
Shipping	
Sales tax, if applicable (_____%)	
Amount due	

NOTES

_____

_____

Please quote the invoice number with your payment.