INVOICE

FROM

Business name _____

Address _____

Phone / email _____

INVOICE DETAILS

Invoice no. _____

Invoice date _____

Payment terms _____

Due date _____

Customer PO no. _____

BILL TO

Name _____ Attention _____

Address _____

SHIP TO

Name _____

Address _____

Delivery date _____

ITEMS

Qty	Item	Description	Unit price	Amount

HOW TO PAY

Accepted methods _____

Make checks payable to _____

Bank details _____

Payment reference _____

Subtotal	
Delivery	
Sales tax, if applicable (_____%)	
Amount due	

Thank you for your order.