INVOICE

SUPPLIER

Business name _____

Address _____

Phone / email _____

INVOICE DETAILS

Invoice no. _____

Invoice date _____

Payment terms _____

Due date _____

Buyer's PO no. _____

BILL TO (BUYER)

Company _____ Attention _____

Address _____

Email _____

DELIVERY

Delivered to _____

Delivery date _____ Delivery note no. _____

PURCHASE ORDER LINES

PO line	Description	Qty ordered	Qty invoiced	Unit price	Amount

HOW TO PAY

Accepted methods _____

Account name _____

Bank details _____

Payment reference _____

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

NOTES

_____

_____

Please quote the invoice and PO numbers with your payment.