**INVOICE**

**[COMPANY NAME]**

|  |  |
| --- | --- |
| Invoice No: |  |
| Invoice Date: |  |
| PO No: |  |
| Terms: | |

[Address] [Phone Number] [Contact person] [Email]

|  |
| --- |
| **BILL TO:** |
| [Address] |
| [Email] |
| [Phone Number] |

|  |
| --- |
| **Ship To:** |
| [Address] |
| [Email] |
| [Phone Number] |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sales Person | Ship Date | Ship Via | Ship Number | Received Person |
|  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Item | Description | Quantity | | Unit Price | Amount |
|  |  |  | |  |  |
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|  |  |  | |  |  |
|  |  |  | |  |  |
| Notes/Comments: | | | Subtotal | |  |
| Discount | |  |
| Tax total | |  |
| Paid | |  |
| Payment Method: | | | **Total Due** | |  |