Your Company, Inc. INVOICE

Address
City, State, ZIP (555) 555-555

SOLD TO:
Name
Address
City, State, ZIP

SHIPPED TO:
Name
Address
City, State, ZIP

INVOICE NUMBER	
INVOICE DATE	
OUR ORDER NO.	
YOUR ORDER NO.	
TERMS	
SALES REP	
SHIPPED VIA	
F.O.B.	
PREPAID or COLLECT	

Sales Tax Rate:

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
		SUBTOTAL	
		TAX	
		FREIGHT	

DIRECT ALL INQUIRIES TO:
Name
(555) 555-555
email: someone@somename.com

MAKE ALL CHECKS PAYABLE TO:
Your Company, Inc.
Attn: Accounts Receivable
Address
City, State, ZIP

THANK YOU FOR YOUR BUSINESS!