

SALES INVOICE TEMPLATE

Company Name
 123 Main Street
 Hamilton, OH 44416
 (321) 456-7890
 Email Address

DATE
02/15/18
INVOICE NO.
A246
CUSTOMER NO.
114H

BILL TO

ATTN: Name / Dept
 Company Name
 123 Main Street
 Hamilton, OH 44416
 (321) 456-7890
 Email Address

SHIP TO

ATTN: Name / Dept
 Company Name
 123 Main Street
 Hamilton, OH 44416
 (321) 456-7890

P.O. NO.	SHIP DATE	SHIP VIA	SALESPERSON	FOB	TERMS

ITEM NO.	DESCRIPTION	QTY	UNIT PRICE	TOTAL
A111	Women's Tall - M	10	\$ 10.00	\$ 100.00
B222	Men's Tall - M	5	\$ 20.00	\$ 100.00
C333	Children's - S	10	\$ 5.00	\$ 50.00
D444	Men's - XL	5	\$ 10.00	\$ 50.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -

Remarks / Instructions:

Please make check payable to Your Company Name.

THANK YOU

SUBTOTAL		\$ 300.00
TAX RATE	3.80%	\$ 11.40
SHIPPING/HANDLING		\$ 30.00
OTHER		\$ 15.00
TOTAL		\$ 356.40

For questions concerning this invoice, please contact
 Name, (321) 456-7890, Email Address
www.yourwebaddress.com