

\_\_\_\_\_  
 (Seller Name)  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Tel.: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_

# INVOICE

Date: \_\_\_\_\_  
 Invoice Number: \_\_\_\_\_  
 Account No.: \_\_\_\_\_  
 Purchase Order No.: \_\_\_\_\_

## Billing Address

Name: \_\_\_\_\_  
 Attn: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Tel.: \_\_\_\_\_

## Delivery Address

Name: \_\_\_\_\_  
 Attn: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Tel.: \_\_\_\_\_  
 Shipping Date: \_\_\_\_\_

Description	Quantity	Unit Price	Total
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____

**Subtotal** \$ \_\_\_\_\_  
**Sales Tax** @ \_\_\_\_\_ % \$ \_\_\_\_\_  
**Shipping** \$ \_\_\_\_\_  
**Other:** \_\_\_\_\_ \$ \_\_\_\_\_  
**(Discount)** (\$ \_\_\_\_\_)  


---

**Total Amount Payable** \$ \_\_\_\_\_

### Payment Terms:

Please make payment by one of the following methods: (Check all that apply)

- Cash
  Money order  
 Personal check
  Credit or debit card  
 Cashier's check
  PayPal  
 Other: \_\_\_\_\_

Total amount is due (Check one)  \_\_\_\_\_ days from the date of this invoice  on or before \_\_\_\_\_, 20\_\_\_\_  N/A.

**Notes:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_