

[Your Company Slogan]

Phone [01234 567890] Fax [01234 567890]

INVOICE

DATE: 5 April, 2012

[Phone]

[Phone]

Comments or special instructions:

SALESPERSON	P.O. NUMBER	SENT DATE	SENT VIA	F.O.B. POINT	TERMS
					Due on receipt

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
		SUBTOTAL	
		SALES TAX	
		P&P	
		TOTAL DUE	

If you have any questions concerning this invoice, contact **[Name, Phone Number, E-mail]**

THANK YOU FOR YOUR BUSINESS!