Your Business Name

[Insert logo here]

Street Address, City, State Postcode, Country Tel : (456) 3456-1234, Fax : (456) 3456-1235, Email : yourname@yoursite.com Website : www.yoursite.com, Tax Registration Number : your tax reg. no

Sold To	Ship To	TAX INVOICE	
Customer Name	Ship To Name	Invoice No#	10001
Street Address	Ship To Street Address	Date	10/08/2013
City, State/Province, Zip/Post code	City, State/Province, Zip/Post code	Your Ref#	
Country	Country	Our Ref#	
Attention To : Contact Person	Attention To : Contact Person	Credit Terms	Cash

Product ID	Description	Quantity	UM	Unit Price	Amount
2314254	Product A	2	sets	\$1,200.00	\$2,400.00
32543	Product B	3	pcs	\$400.00	\$1,200.00
μ				Sub Total	\$3,600.00
Comments			_	GST	\$360.00
				PST	\$180.00
				Invoice Total	\$4,140.00
				Freight	
				Amount Paid	
				Balance Due	\$4,140.00

Terms & Conditions

- All goods remain the property of "Your Business Name" untill full payment has been received

- Please make check/ cheque payments payable to "YOUR BUSINESS NAME

- Payments may also be made by wire transfer to the following account :

Account Name :

Account No # :