

Your Business Name

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

[Insert logo here]

Sold To

Customer Name

Street Address

City, State/Province, Zip/Post code

Country

Attention To : Contact Person

Ship To

Ship To Name

Ship To Street Address

City, State/Province, Zip/Post code

Country

Attention To : Contact Person

INVOICE

Invoice No#

10001

Date

21/08/2013

Your Ref#

Our Ref#

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

Comments

Sub Total	\$3,600.00
Tax	\$360.00
Invoice Total	\$3,960.00
Freight	
Amount Paid	
Balance Due	\$3,960.00

Terms & Conditions

- All goods remain the property of "Your Business Name" until 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 # :