

Sample Invoice

Supplier Name
Street / PO Box
City , State, Zip Code

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INVOICE NUMBER: 12345
Date: August 21, 2014

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Bill To:
IR Accounts Payable
PO Box XXXX
Midland, MI 48641

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Ship To:
Ingersoll Rand Company Name
Physical address
City, State, Zip

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Bill of Lading	Purchase Order	Date Shipped	Shipped Via	Inco Terms	Payment Terms
889474	380004526	8/21/2014	XYZ trucking	FCA < City >	Net 75

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P.O. ITEM #	QUANTITY	UOM	DESCRIPTION	UNIT PRICE	AMOUNT
1	1,000	EA	supplier part # - customer part # - description	\$ 11.59	\$11,590.00
5	500	EA	supplier part # - customer part # - description	\$ 67.28	\$33,640.00
30	30,000	EA	86429 - corrugated box	\$ 0.02	\$600.00
Misc.	1	EA	setup cost	\$ 500.00	\$500.00

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Sub-total	\$46,330.00
VAT rate	0%
VAT amount	\$0.00
Total USD	\$46,330.00

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Invoice Notes: Order placed by < IR Employee Name > IREMPLOYEE@IRCO.com
Please contact Supplier Sales Professional (employee@domain.com) with any questions regarding sale.

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Make all payments to:
Street / PO Box
City, State, Zip Code

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Bank name, routing, IBAN, account, etc.
Our Contact: H. Receivables happyAR@domain.com