- Sample PO Invoice - Sample PO Invoice - Sample PO Invoice -

Original Invoice

Your request for payment should be clearly marked as an original invoice (not a statement, agreement, contract or otherwise)

Invoice Number: 1251257

Invoice Date: August 17, 2006

Include a unique invoice number and the corresponding invoice date

XYZ Company
1000 Main Ave.
Anywhere, ST Zip Code
Phone: (608) 664-XXXX
Fax: (608) 664-XXXX

Include your company and contact information

- Name
- Full address
- Federal Tax Identification Number
- Phone and fax number for account and billing inquiries

- Include the requestor/U.S. Cellular® contact person's name in the Bill To address
- Use the dedicated P.O. Box to avoid delays in payment due to misrouting

Bill To:
U.S. Cellular®
Attn: Jane Doe or jane.doe@uscellular.com
P.O. Box 628430
Middleton, WI 53562-8430

- Ship To (i.e., Service Rendered address) - this information can also be included in the body of the invoice
- Additional information, such as the cost center to be charged, will expedite payment

Ship To:
U.S. Cellular
Attn: Jane Doe
8410 W. Bryn Mawr
Chicago, IL 60631
US Cellular Cost Center NNNNNN
(6 digit number)

Purchase Order Number
45XXXXXXXX

The U.S. Cellular PO number is a 10 digit number that starts with 45

PO Line #	Item #	Description	Model	Quantity Shipped	UOM	Unit Price	Extension
					Subtotal		$ -
					Tax		$ -
					Freight		$ -
					Total		$ -

Include detail information regarding goods or services provided

Remit To:
XYZ Company
P.O. Box
Anywhere, ST Zip Code
Billing Inquiries: 800-123-4567 or billquestions@xyz.com

Include Remit-To information (if different from company information)

FedID # XX-XXXXXXX

Include your Federal Tax Identification Number

U.S. Cellular's standard payment terms are net 30 days, unless stated otherwise in a master service agreement.

POI507