

[Insert company or personal letterhead, or type your name and address]

INVOICE

Date: January 27, 1997

Invoice No.: [xxxxxx]

Ship to:

[Mr/Ms] [First Name] X. [Last Name]
[Position]
[Company]
[Department]
[Division]
[Address 1]
[Address 2]
[City], [St/Prov], [Country] [ZIP/POSTAL]

P.O. No.: [xxxxxx]

<u>Item</u> <u>No.</u>	<u>Qty</u>	<u>Description</u>	<u>Unit Price</u>	<u>Amount</u>
[xxxxxx]	[x]	[x]	0.00	0.00
[xxxxxx]	[x]	[x]	0.00	0.00
[xxxxxx]	[x]	[x]	0.00	0.00
[xxxxxx]	[x]	[x]	0.00	0.00
[xxxxxx]	[x]	[x]	0.00	0.00
			Subtotal	0.00
			Sales Tax	0.00
			Shipping	0.00
			Total Due	0.00

Invoices are due [explain terms e.g. in full] upon [x] days of receipt. Please make all checks payable to [Your Company Name], and direct any inquiries to [Contact Name] at [Contact's Phone Number].

Thank you for choosing [Your Company Name]!