

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

## INVOICE

**Date:** March 12, 1997  
[xxxxxx]

**Invoice No.:**

**Ship to:**

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

**P.O. No.:** [xxxxxx]

<b>Item No.</b>	<b>Qty</b>	<b>Description</b>	<b>Unit</b>	<b>Price</b>
<hr/>				
		<b>Amount</b>		
[xxxxxx]	[x]	[x]	[\$[x.xx]]	\$
[x.xx]				

[x.xx]	<b>Subtotal</b>	\$
[x.xx]	<b>Sales Tax</b>	\$
[x.xx]	<b>Shipping</b>	\$

**Total Due**    \$

[x.xx]

*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]!**