

Update Vendor Name

INVOICE

Update Address

Update Address

(555) 555-555

SOLD TO:

Concur

601 108th Avenue NE

Suite 1000

Bellevue, WA 98004

SHIPPED TO:

Same

INVOICE NUMBER 536524

INVOICE DATE March 19, 2014

PO Number PN-12

TERMS Net 30

SALES REP Name

SHIPPED VIA Air

F.O.B. Redmond, WA

PREPAID or COLLECT COLL

Sales Tax Rate:

9.20%

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
120	Paper	4.00	\$480.00
150	Pens	1.00	150.00
		SUBTOTAL	630.00
		TAX	57.96
		FREIGHT	15.00
			\$702.96

DIRECT ALL INQUIRIES TO:
Jane Smith
(555) 555-555
email: someone@somename.com

MAKE ALL CHECKS PAYABLE TO:
Update Vendor Name
Attn: Accounts Receivable

PAY THIS
AMOUNT

THANK YOU FOR YOUR BUSINESS!