

ON THE LETTERHEAD SALES INVOICE

[Date]

Invoice # _____

Billing Information:

Shipping Information:

[Name]
[Address Line 1]
[Address Line 2]
[Contact Number]

[Name]
[Designation]
[Address Line 1]
[Address Line 2]
[Contact Number]

SPECIAL INSTRUCTIONS:

Salesperson	PO Number	Requisitioner	Shipped via	F.O.B. Point

Quantity	Description	Unit Price	Total
SUBTOTAL			
SALES TAX			
SHIPPING & HANDLING			
TOTAL DUE			

The cheque/bank draft may be issued in the name of _____.

In case of any queries regarding this invoice, please contact _____.

Thank you for your order!