

YOUR COMPANY NAME

YOUR ADDRESS
YOUR CITY, STATE ZIP
YOUR PHONE NUMBER

INVOICE

DATE

INVOICE NO.

PAGE

BILL TO:

SHIP TO:

DESCRIPTION

JOB NUMBER

**CUSTOMER
ORDER NO.**

**ORDER
DATE**

**CUSTOMER
NUMBER**

**SALES-
MAN**

**PURCHASE
ORDER NO.**

**SHIPPING
INSTRUCTIONS**

**SHIP
DATE**

QUANTITY

UNIT

UNIT PRICE

DISCOUNT

**EXTENDED
PRICE**

ORDERED

SHIPPED

REMAINING

STOCK NUMBER/DESCRIPTION

TERMS:

SALE AMOUNT

DISCOUNT

TAX

FREIGHT

TOTAL

DEPOSIT RECEIVED

BALANCE DUE

Balances not paid within 30 days shall bear interest at the maximum rate allowed under law. Attorney's fees shall be recoverable in the event collection efforts are undertaken.