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| **Bill to:** | **Ship to:** |
|  |  |
| **SALESPERSON** | **P.O. NUMBER** | **REQUISITIONER** | **SHIPPED VIA** | **F.O.B. POINT** | **TERMS** |
|  |  |  |  |  | Due on receipt |

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| --- | --- | --- | --- |
| **QUANTITY** | **DESCRIPTION** | **UNIT PRICE** | **TOTAL** |
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|  | SUBTOTAL |  |
| SALES TAX |  |
| SHIPPING & HANDLING |  |
| TOTAL due |  |

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| --- |
| Make all checks payable to If you have any questions concerning this invoice, contact  |
| **Thank you for your business!** |