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

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

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