[Company]
[Street Address, City, ST ZIP Code] **Tel** [Telephone] **Fax** [Fax]



INVOICE [NO.]			[SELECT DATE]
BILL TO	SHIP TO	INSTRUCTIONS	
[Name] [Street Address] [City, ST ZIP Code]	Same as recipient	[Add additional instructions]	
QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
		SUBTOTAL	
		SALES TAX	
		SHIPPING & HANDLING	
		TOTAL DUE BY [SELECT DATE]	
		Thank you for your business!	