**INVOICE**

Date: May 12, 2015

Invoice #: 15-0511

TO: Joe Purchaser

 c/o Company that will pay

 street

 City, State, Zip

 Your Purchase Order: nn-nnnnnn

|  |  |
| --- | --- |
| **Description** | **Amount** |
|  |  |
| describe what they are paying for (example:  | $ XX.XX |
|  |  |
|  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **TOTAL (Please pay this amount.)** | **$ XX.XX** |

Due on Receipt.
Invoices not paid within 30 days incur interest charges.

Tax ID: xx-xxxxxxx

**Make check payable to:**

Your company name
c/o Your Name
address
City, State, Zip

………………………………………………………………………………………….

Thank you for your business.