**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.