

SALES INVOICE TEMPLATE

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SALES INVOICE

DATE

INVOICE NO.

CUSTOMER ID

BILL TO

SHIP TO

SALESPERSON

P.O. NO.

FOB

SHIP DATE

TERMS

SHIP VIA

ITEM NO.	DESCRIPTION	QTY	UNIT PRICE	TOTAL

Remarks / Instructions:

SUBTOTAL

enter total amount DISCOUNT

SUBTOTAL LESS DISCOUNT

enter percentage TAX RATE

TOTAL TAX

SHIPPING/HANDLING

OTHER

TOTAL

Remit payment within 30 days of date of invoice.

Please make check payable to

THANK YOU

For questions concerning this invoice, please contact

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