|  |  |
| --- | --- |
| INVOICE |  |
| DATE  Date | INVOICE NO.  Number |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Your company name  Street address  City, County/Region, Postcode  Phone number  Fax number: Fax No.  Email address | INVOICE TO: | Name  Company Name  Street address  City, County/Region, Postcode  Phone Number  Customer ID: ID | SHIP TO: | Name  Company name  Street address  City, County/Region, Postcode  Phone number  Customer ID: ID |

| SALESPERSON | Job | SHIPPING METHOD | SHIPPING terms | delivery DATE | Payment Terms | Due Date |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  | Due on Receipt |  |  |

| Quantity | item no. | Description | unit price | discount | Line total |
| --- | --- | --- | --- | --- | --- |
| Product |  | Product description |  | £Amount | £Amount |
| Product |  | Product description |  | £Amount | £Amount |
| Product |  | Product description |  | £Amount | £Amount |
| Product |  | Product description |  | £Amount | £Amount |

| Total Discount |  |  |
| --- | --- | --- |

| Subtotal |  |
| --- | --- |
| VAT |  |
| **Total** |  |