|  |  |  |
| --- | --- | --- |
| [Date] |  | Invoice No. 1234 |
|  |  |  |
| To  [Name]  [Street Address]  [City, ST ZIP Code]  Ship To  Same as Recipient  Instructions  [Delivery Instructions] |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Quantity | Description | Unit Price | Total |
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|  |  |  |  |
|  | Subtotal |  |  |
|  | Sales Tax |  |  |
|  | Shipping & Handling |  |  |
|  | Total Due |  |  |

Due upon receipt

Thank you for your business!