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|  | 發票 | | | |
| [您的公司標語] | | | | 日期：[輸入日期]  發票號碼 [100] |
| 收件者 | | [姓名]  [公司名稱]  [標準郵遞區號 省縣鄉鎮市區]  [街道地址]  [電話]  客戶識別碼 [ABC12345] | 收貨 人 | [姓名]  [公司名稱]  [標準郵遞區號 省縣鄉鎮市區]  [街道地址]  [電話]  客戶識別碼 [ABC12345] |

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| 銷售人員 | 職稱 | 交貨方式 | 交貨條件 | 交貨日期 | 付款條件 | 到期日 |
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| 數量 | 貨號 | 說明 | 單價 | 折扣 | 項目合計 |
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| 折扣總計 | | | |  |  |
| 小計 | | | | |  |
| 銷售稅 | | | | |  |
| 合計 | | | | |  |

所有支票抬頭請註明給 [您的公司名稱]

感謝您的惠顧！

[您的公司名稱][標準郵遞區號 省縣鄉鎮市區][街道地址] 電話[000-000-0000] 傳真[000-000-0000][電子郵件]