

PURCHASE INVOICE

Your Company Name

123 Main Street
City, State, ZIP
Phone: (123) 456-7890
Email: contact@yourcompany.com

Supplier

Supplier Name Inc.
789 Supplier Rd
Other City, State, ZIP
Phone: (987) 654-3210

Invoice Details

Invoice #: 000123
Date: 2024-06-07
Due Date: 2024-06-14

Item Description	Quantity	Unit Price	Total
Blue Ballpoint Pen	100	\$0.50	\$50.00
A4 Paper (500 sheets)	10	\$3.00	\$30.00
Stapler	5	\$4.00	\$20.00
Subtotal			\$100.00
Tax (10%)			\$10.00
Total Due			\$110.00

Payment Instructions

Please make payment to:
Bank Name: ABCD Bank
Account #: 1234567890
Reference: Invoice 000123

- This invoice serves as an official record for goods or services purchased from the supplier.
- Please check all details carefully and contact your supplier promptly if you find any discrepancies.
- Payments should be made by the due date to avoid late fees or service interruptions.
- Keep a copy of this invoice for your financial records and for tax purposes.