

Vendor Invoice

Vendor:

ABC Supplies Ltd.
123 Commerce St.
Suite 400, Cityville, ST 12345
Phone: (555) 123-4567
Email: contact@abcsupplies.com

Invoice Number: INV-2024-0012

Invoice Date: 2024-06-02

Due Date: 2024-06-16

PO Number: PO-31022

Bill To:

XYZ Corporation
789 Industry Ave.
Floor 2, Metropolis, ST 54321
Attn: Jane Doe

Ship To:

XYZ Corporation Warehouse
456 Logistics Rd.
Metropolis, ST 54321
Attn: Mike Smith

#	Description	Quantity	Unit Price	Amount
1	Industrial Paper Rolls	200	\$4.75	\$950.00
2	Packing Tape - 2" x 100yd	120	\$1.90	\$228.00
3	Pallet Wrap Film	40	\$15.00	\$600.00

Subtotal: \$1,778.00

Sales Tax (7%): \$124.46

Shipping: \$35.00

Total Due: \$1,937.46

Payment Terms:

Net 14 days. Please make payment by check or direct deposit.

Important Notes

- This invoice should be reviewed for accuracy before payment.
- All fields (Invoice number, dates, PO, billing/shipping) must be properly filled.
- Contact the vendor promptly regarding any discrepancies.
- Retain this invoice for your financial records and reconciliation.
- Follow payment terms to avoid any late fees or service disruption.