

# 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.