

INVOICE

Vendor:

ABC Supplies Ltd.
456 Vendor Avenue
Springfield, XY 67890
Phone: (555) 234-5678
Email: contact@abcsupplies.com

Billed To:

XYZ Corporation
123 Main Street
Metropolis, AB 12345
Phone: (555) 123-4567
Email: accounts@xyzcorp.com

Invoice No: INV-2024-1001

Invoice Date: 2024-06-15

Due Date: 2024-06-30

Purchase Order No: PO-2024-78

Description	Quantity	Unit Price	Amount
Office Chairs	10	\$85.00	\$850.00
Desks	5	\$150.00	\$750.00
Stationery Pack	20	\$7.50	\$150.00

Subtotal	\$1,750.00
Sales Tax (5%)	\$87.50
Total Due	\$1,837.50

Payment Instructions:

Please make payment to:
Bank: National Bank
Account Name: ABC Supplies Ltd.
Account No: 0012345678
Reference: Invoice INV-2024-1001

Important Notes:

- All information must be accurate for timely processing and payment.
- Original invoice should be retained for your records.
- Please reference the Invoice Number on all correspondence and payments.
- Contact accounts@xyzcorp.com for any inquiries regarding this invoice.
- Payment must be made by the indicated Due Date to avoid delays.