

Standard Invoice for Asset Acquisition

Vendor Information

Asset Solutions Ltd.
122 Market Street
Cityville, CA 90210
Email: contact@assetsolutions.com
Phone: (555) 123-4567

Invoice No: INV-2024-1045
Date: 2024-06-21
Due Date: 2024-07-05

Billed To

Global Holdings Inc.
550 Industrial Ave.
Unit 20, Downtown, NY 10101
Email: procurement@globalholdings.com

Asset Details

Description	Asset Tag	Quantity	Unit Price	Total
Lenovo ThinkPad X1 Carbon Gen 11 Laptop	LT-234522-A1	10	\$1,450.00	\$14,500.00
Dell UltraSharp 27" Monitor U2723QE	DS-983245-B3	10	\$650.00	\$6,500.00
Cisco Catalyst 9200 Switch	CS-832011-D7	2	\$3,200.00	\$6,400.00

Subtotal	\$27,400.00
Tax (8%)	\$2,192.00
Total Due	\$29,592.00

Important Notes:

- This invoice serves as a formal document confirming the acquisition of capital assets.
- Ensure all asset tags and serial numbers are accurately recorded for tracking and audit purposes.
- Payment terms, taxes, and conditions should be reviewed and agreed upon prior to asset delivery.
- Retain this invoice for your financial records and future asset management or warranty claims.
- Contact the vendor for any discrepancies or asset service requirements immediately.