

Asset Procurement Invoice

Company Name: ABC Enterprises Ltd.

Address: 123 Business Avenue, Cityville

Contact: +1 234 567 8900

Email: info@abcenterprises.com

Vendor Name: TechSupply Co.

Address: 456 Supplier Street, Metropolis

Contact: +1 789 010 1121

Email: sales@techsupply.com

Invoice No: INV-2024-0615

Invoice Date: 15-June-2024

Payment Terms: Net 30 Days

#	Asset Description	Asset Code	Qty	Unit Price	Total Price
1	Dell Latitude 7430 Laptop	LAP-2024-001	10	\$1,050.00	\$10,500.00
2	Epson Projector EB-E10	PRO-2024-005	2	\$450.00	\$900.00
3	Cisco Managed Switch 24-port	SW-2024-008	1	\$650.00	\$650.00

Subtotal: \$12,050.00

Tax (8%): \$964.00

Grand Total: \$13,014.00

Important Notes:

- This invoice serves as proof of asset procurement for company accounting and auditing purposes.
- Ensure all asset details, quantities, and codes are accurately recorded for future asset management and tracking.
- Payment is due within the stated payment terms. Delayed payments may incur penalties.
- Retain this invoice for warranty and support claims related to the procured assets.
- Contact the vendor promptly in case of any discrepancies or damages upon delivery.