

Acme Supplies Ltd.

123 Market Street
New York, NY 10001
Phone: (123) 456-7890
Email: info@acmesupplies.com

SALES INVOICE

Invoice No.
INV-2024-0156
Date
2024-06-15
Due Date
2024-06-30

Bill To:
Global Retailers Inc.
456 Commerce Ave
Chicago, IL 60602
Phone: (312) 555-9812
Email: purchase@globalretail.com

Description	Qty	Unit Price	Amount
Laser Printer Model X2	2	\$180.00	\$360.00
A4 Copy Paper (500 sheets)	5	\$7.50	\$37.50
Wireless Mouse	10	\$12.00	\$120.00
Delivery Fee	1	\$25.00	\$25.00

Subtotal \$542.50
Tax (8%) \$43.40
Total \$585.90

Important Notes:

- Ensure all invoice details are accurate before sending to the customer.
- Always specify payment terms and due date clearly.
- Retain a copy of the invoice for accounting and record-keeping.
- Check that your business information and contact details are up to date.
- Itemized descriptions help avoid confusion and disputes.