

ABC Office Supplies Co.

123 Main Street
Springfield, USA 12345
Phone: (555) 123-4567
Email: info@abcoffice.com

INVOICE

Invoice No: INV-10234

Date: 2024-06-14

Due Date: 2024-06-28

BILL TO

Greenhill Solutions Ltd.
Attn: John Doe
456 Market Avenue
Capital City, USA 65432
Phone: (555) 987-1616

SHIP TO

Greenhill Solutions Ltd.
Receiving Dept.
459 Market Avenue
Capital City, USA 65432

ITEMS

Description	SKU	Qty	Unit Price	Amount
Executive Ballpoint Pens (Dozen)	PENX-12	5	\$12.00	\$60.00
Letter Size Copy Paper (500 sheets)	CPAPR-500	10	\$7.50	\$75.00
Desk Stapler	STAP-225	3	\$9.20	\$27.60
Cordless Mouse	MOUSE-WL	2	\$15.00	\$30.00
			Subtotal	\$192.60
			Tax (6%)	\$11.56
			Total Due	\$204.16

PAYMENT DETAILS

Bank Name: National Bank, Springfield Branch

Account Name: ABC Office Supplies Co.

Account No.: 1234567890

Payment Terms: Net 14 Days

IMPORTANT NOTES

- Please quote the invoice number when making payments or inquiries.
- Standard office supply invoices detail purchased items, prices, quantities, and total amount due, serving as a legal document for accounting.
- Ensure all goods and quantities are checked upon receipt and discrepancies reported within 2 business days.
- Late payments may incur additional charges as per agreed terms.
- This document serves as proof of transaction between supplier and client.

