

PROCUREMENT INVOICE

[Firm Name]
[Address Line 1]
[Email/Phone]

INVOICE NUMBER
#0000
DATE
MM/DD/YYYY

BILL TO

[Client Name]
[Project Name / Address]
[Client Email]
SHIPPING DETAILS

[Receiver Name / Warehouse]
[Delivery Address]
[Special Handling Instructions]

ITEM #	DESCRIPTION & SPECIFICATIONS	QTY	UNIT PRICE	TOTAL
001	[Product Name] [Manufacturer/Vendor Name] [SKU/Finish/Dimensions]	0	\$0.00	\$0.00
002	[Product Name] [Manufacturer/Vendor Name] [SKU/Finish/Dimensions]	0	\$0.00	\$0.00

Subtotal: \$0.00
Procurement Fee ([0] %): \$0.00
Shipping & Freight: \$0.00
Sales Tax: \$0.00
Amount Due: \$0.00

TERMS & CONDITIONS

Orders are processed upon receipt of payment. Lead times begin once funds clear. Custom items are non-refundable. Please review all dimensions and specifications before payment.