

# [CORPORATE NAME]

[Street Address]  
[City, State, Zip]  
[Email/Phone]

## INVOICE

Invoice #: \_\_\_\_\_  
Date: \_\_\_\_\_  
PO #: \_\_\_\_\_

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### BILL TO

**[Client Name/Department]**  
[Street Address]  
[City, State, Zip]  
Attn: [Contact Person]

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### SHIPPING TRACKING

Carrier: \_\_\_\_\_  
Tracking ID: \_\_\_\_\_  
Delivery Date: \_\_\_\_\_

ITEM DESCRIPTION	SKU / CODE	QTY	UNIT PRICE	TOTAL
Letterhead - Premium Linen	STAT-LH-01			
Business Cards (Box/250)	STAT-BC-05			
Envelopes - Window #10	STAT-ENV-10W			

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ITEM DESCRIPTION	SKU / CODE	QTY	UNIT PRICE	TOTAL
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Presentation Folders	STAT-FLD-02			
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Subtotal: \$ \_\_\_\_\_

Tax (\_\_\_\_%): \$ \_\_\_\_\_

Shipping/Handling: \$ \_\_\_\_\_

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**Amount Due: \$ \_\_\_\_\_**

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**Notes:** All stationery items are subject to quality inspection upon delivery. Please report discrepancies within 48 hours.

**Payment Terms:** Net 30. Please make checks payable to [Corporate Name].