[PROCUREMENT COMPANY NAME]

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

INVOICE

Invoice #: [00000]
Date: [Date]
Due Date: [Date]

CLIENT / PROPERTY

[Client Name]
[Property Name]
[Billing Address]
[City, State, Zip]

PROJECT DETAILS

Project: [Project Name/FF&E Phase]
PO Reference: [PO Number]
Terms: [Net 30]

ITEM/SKU	DESCRIPTION	QTY	UNIT PRICE	TOTAL
[Item 101]	[Procurement Service Fee - FF&E]	[1]	[$0.00]	[$0.00]
[Item 102]	[Logistics & Freight Coordination]	[1]	[$0.00]	[$0.00]
[Item 103]	[Sourcing & Specification Audit]	[1]	[$0.00]	[$0.00]

Subtotal: $0.00
Tax: $0.00
Amount Due: $0.00

PAYMENT INSTRUCTIONS

Please make checks payable to **[Procurement Company Name]**.
Wire Transfer: [Bank Name] | Account: [Number] | Routing: [Number]
Thank you for your business.