

[Your Company Name]
[Street Address]
[City, State, Zip]
[Tax ID / VAT Number]

Due Date: _____

[Vendor Name]
[Contact Person]
[Address]
[Phone/Email]

[Department/Attention]
[Delivery Address]
[City, State, Zip]
[Contact Reference]

[illegible]

Item SKU	Description	Qty	Unit Price	Discount	Total

PAYMENT INSTRUCTIONS & NOTES

Bank: [Bank Name]
SWIFT/BIC: [Code]
Account: [Number]
Terms: [e.g. Net 30]

Subtotal: \$0.00
Tax Rate: 0.00%
Tax Amount: \$0.00
Shipping/Handling: \$0.00

Total Amount: \$0.00

Authorized Signature: _____ Date: _____

Thank you for your business.