

[Your Company Name]
[Address Line 1]
[City, State, Zip]
[Email/Phone]

CLIENT / BILL TO:

Description (Desks, Chairs, Files)	Qty	Unit Price	Total

Description (Desks, Chairs, Files)	Qty	Unit Price	Total
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Subtotal: \$ _____
 Delivery & Assembly: \$ _____
 Tax: \$ _____
 Grand Total: \$ _____

PAYMENT TERMS:

Net [] Days. Please make checks payable to [Company Name].

CUSTOMER ACCEPTANCE (SIGN & DATE):

X _____

Thank you for choosing [Your Company Name] for your workspace solutions.