PROCUREMENT INVOICE

[Studio Name]
[Studio Address]
[Phone/Email]

INVOICE NUMBER
#000000

DATE
[Month Day, Year]

BILL TO **[Client Name]**
[Client Address]
[Project Reference]
PROJECT DETAILS **[Project Name]**
[Property Address]
[Consultant Name]

ITEM/DESCRIPTION	MANUFACTURER/VENDOR	QTY	UNIT PRICE	TOTAL
[Furniture/Fixture Name]	[Vendor Name]	0	$0.00	$0.00
[Material/Fabric Code]	[Vendor Name]	0	$0.00	$0.00
Consultant Procurement Fee ([%])	-	1	$0.00	$0.00

Subtotal: $0.00
Shipping & Handling: $0.00
Sales Tax ([%]): $0.00

Amount Due: $0.00

NOTES & PAYMENT INSTRUCTIONS

Please make checks payable to **[Studio Name]**. Lead times begin once payment is received. Items remain property of [Studio Name] until paid in full.