Your Business Name

[Insert logo here]

Street Address, City, State Postcode, Country
Tel : (456) 3456-1234, Fax : (456) 3456-1235, Email : yourname@yoursite.com
Website : www.yoursite.com, Tax Registration Number : your tax reg. no

TAX INVOICE

Sold To
Customer Name
Street Address
City, State/Province, Zip/Post code
Country
Attention To : Contact Person

Ship To
Ship To Name
Ship To Street Address
City, State/Province, Zip/Post code
Country
Attention To : Contact Person

Invoice No#	**10001**
Date	10/08/2013
Your Ref#	
Our Ref#	
Credit Terms	Cash

Product ID	Description	Quantity	UM	Unit Price	Amount
2314254	Product A	2	sets	$1,200.00	$2,400.00
32543	Product B	3	pcs	$400.00	$1,200.00

Sub Total	$3,600.00
Tax	$360.00
Invoice Total	**$3,960.00**
Freight	
Amount Paid	
Balance Due	**$3,960.00**

Comments

Terms & Conditions

- All goods remain the property of "Your Business Name" untill full payment has been received
- Please make check/ cheque payments payable to "YOUR BUSINESS NAME
- Payments may also be made by wire transfer to the following account :

Account Name :
Account No # :

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