

Your Business Name

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

[Insert logo here]

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

TAX INVOICE

Invoice No# **10001**

Date 10/08/2013

Your Ref#

Our Ref#

Credit Terms Cash

Description	Quantity	UM	Unit Price	Amount
Product A	2	sets	\$1,200.00	\$2,400.00
Product B	3	pcs	\$400.00	\$1,200.00
Sub Total				\$3,600.00
GST				\$360.00
PST				\$180.00
Invoice Total				\$4,140.00
Delivery				
Amount Paid				
Balance Due				\$4,140.00

Comments

Terms & Conditions

- All goods remain the property of "Your Business Name" until 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 # :