#### invoice / invoice – dispatch note

Replace this with your company’s logo

|  |  |
| --- | --- |
| [Company Name][Your Company Slogan] |  |
| [Street Address][City, ST ZIP Code]Phone: [Phone] Fax: [Fax] | Invoice #100Date: |
| To:[Recipient Name][Company Name][Street Address][City, ST ZIP Code]Phone: [Phone] | Ship To:[Recipient Name][Company Name[Street Address][City, ST ZIP Code]Phone: [Phone] |
|

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| **VENDOR** | **ASSIGNOR** | **SENT THROUGH** | **F.O.B. POINT** | **TERMS** |
|  |  |  |  |  |

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| QUANTITY | DESCRIPTION | UNIT PRICE | TOTAL |
| --- | --- | --- | --- |
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|  | SUBTOTAL |  |
|  | SALES TAX |  |
|  | SHIPPING & HANDLING |  |
|  | TOTAL due |  |

Bank account details

Bank :

ΙΒΑΝ :

SWIFT / BIC :

All the checks are payable to: **Company Name:**

If you have any inquiries regarding this invoice, please contact **Manager’s name**:

via Phone Number: (**insert contact number here**) or Email: (**insert your email here**)

|  |  |  |
| --- | --- | --- |
| Resources curated by:  |   | **#GetEnvolved** |
|   |   | For more resources: |
|   |   | [envolveglobal.org/resources](https://envolveglobal.org/resources/) |
|   |   |   |