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

| 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/) |
|  |  |  |