

**Company Name**

Street Address  
City, ST ZIP Code  
Phone: Phone Fax: Fax

Invoices processed outside the Business Network are scanned into black and white. Ensure your invoice is easily accessible by using a white background with black font. Avoid light colored fonts and dark colored backgrounds.

# INVOICE

INVOICE # 100

PO # 12345678

DATE: MM/DD/YYYY

**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

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL

**SUBTOTAL**

SHIPPING & HANDLING

**TOTAL DUE**

Remit To Address:  
Company Name  
Street Address  
City, ST ZIP Code

ACH Banking Information

**THANK YOU FOR YOUR BUSINESS!**