

Catering for You!!!

We have your food needs!

123 No Man Lane
 Anywhere, USA 88888
 Phone 222-222-2222
 Fax 555-555-5555

SAMPLE INVOICE

INVOICE #100
 DATE: AUG. 31, 2009

TO:
 Mary Doe – Student Against Boredom club
 Austin Community College
 11928 Stonehollow Drive
 Austin, Texas
 555-555-5555

DELIVER TO:
 Mary Doe – Student Against Boredom club
 Austin Community College
 Room 1112 – Student Lounge
 11928 Stonehollow Drive
 Austin, Texas
 555-555-5555

COMMENTS OR SPECIAL INSTRUCTIONS:
 WILL PROVIDE UTENSIL, PLATES CUPS AND NAPKINS

| SALESPERSON | P.O. NUMBER | REQUISITIONER | SHIPPED VIA | TERMS |
|--------------|-------------|--------------------------|--------------------|----------------------------|
| John Bequick | 111222333 | Austin Community College | In person delivery | Due on 30 days after event |

| QUANTITY | DESCRIPTION | UNIT PRICE | TOTAL |
|----------|---|------------|--------|
| 75 | Buffet set up, Beef and chick fajitas with all dressing | 7.75 | 581.25 |
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| Make all checks payable to Catering for You!!! | SUBTOTAL | 581.25 |
| If you have any questions concerning this invoice, contact: John Bequick at 222-222-2222 or email janedoe@catering.com | SALES TAX | 0 |
| | SHIPPING & HANDLING | 0 |
| | TOTAL DUE | 581.25 |