

# XEROX SALE INVOICE EXAMPLE

## Customer Information

Direct Inquiries and Correspondence To:  
**XEROX CAPITAL SERVICES, LLC**  
**CUSTOMER BUSINESS CENTER**  
**350 S NORTHWEST HWY**  
**P O BOX 8128**  
**PARK RIDGE, IL 60068**

Telephone: 888-771-5225

Ship To/Installed At  
 ABC COMPANY  
 ANYWHERE, USA 12345

THE EASY WAY  
 TO ORDER SUPPLIES  
 CALL OUR TOLL  
 FREE NUMBER  
 1-800-822-2200

Bill to:  
 ABC COMPANY  
 ANYWHERE, USA 12345

Purchase Order Number

Special Reference

999999999

Contract Number

PAYABLE ON RECEIPT

Terms and Conditions of Payment

03/01/02  
 Invoice Date  
 999999999  
 Invoice Number  
 999999999  
 Customer Number

General Account  
 Information

## Invoice

SALE OF DC432A DC432 W/2 TRAYS  
 FOR SER.# 999-999999 10,813.00

SALE OF ACCESSORIES/FEATURES

TRIAL MTR CRU KIT	PROD/MKT CD	CRU32METR	INCL
FINISHER/HCF	PROD/MKT CD	DC32FNHCF	INCL
PAPER TRAY	PROD/MKT CD	CV6	INCL
PAPER TRAY	PROD/MKT CD	CV6	INCL

LESS CREDIT FOR TRADE IN OF  
 SERIAL NO. D0G-009865 33.00CR

\*\*\* EXCESS RIGGING CHARGE 181.60

	SUB TOTAL	10,961.60
NEW YORK STATE	TAX 4.0000%	431.20
NEW YORK CITY	TAX 4.2500%	458.15
	TOTAL	11,850.95

\*\*\* DENOTES A NON-TAXABLE ITEM

ORDER NUMBER V81522

INSTALLATION DATE 02-25-02

ORDER DATE 02-08-02

INSTALLATION READING - METER 1 120

Machine Serial  
 Number

If applicable,  
 Trade in credits  
 would be listed  
 here

Special  
 (non standard)  
 delivery charges  
 would be  
 referenced here

## Payment

Ship To/Installed At  
 ABC COMPANY  
 ANYWHERE, USA 12345

Bill To  
 ABC COMPANY  
 ANYWHERE, USA 12345

Send Payment To:  
**XEROX CORPORATION**  
**PO BOX 827598**  
**PHILADELPHIA, PA**  
**19182-7598**

**XEROX FEDERAL IDENTIFICATION # 16-046-8020**  
 Please detach the payment portion and return with your remittance

For Xerox Use Only

00-494-8956	999999999	999999999	03/01/02	PLEASE PAY THIS AMOUNT->	\$11,850.95
S0	S		NM9167127	IGC00	MM5216
03 6M1J UU50	940279001 S	V81522 5195 1	080R	AD	
202100008070060	087131582	1185095	999999999		