



## SAMPLE INVOICE



### SAMPLE VENDOR INVOICE

Invoice # \_\_\_\_\_  
Date: \_\_\_\_\_

← INVOICE NUMBER  
AND DATE

Vendor: \_\_\_\_\_ Sold To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

→ VENDOR NAME  
AND ADDRESS

← CUSTOMER NAME  
AND ADDRESS

→ ITEMIZED LIST OF  
EQUIPMENT MAKE  
AND MODEL, UNIT  
PRICE, AND QUANTITY

Qty.	Model #	Item Description	Make	Cost

Amount Paid \_\_\_\_\_

← PAYMENT STATUS

Total Due \_\_\_\_\_

← TOTAL PAYMENT  
AMOUNT

## Invoice Requirements:

- Product details
  - Manufacturer
  - Model Number
  - Serial Number
  - Quantity purchased
  - Item and total cost
- Indication of payment

**Note:** Manufacturer data sheet must match information on invoice.