

Sample Invoice & Farm Letterhead



Pretty Prairie Farm

Sally Flynn
90210 Bee Street
Anyville, MN 55555
320-333-1234
www.prettyprairie.com

Invoice #: 1234
Date of invoice: 10/24/23
Check payable to: Sally Flynn

Purchaser:

Anyville Elementary School
10112 XYZ Ave.
Anyville, MN 55555

Description	Quantity (lbs.)	\$/unit	Total
25 Whole Chickens	130.23	\$3.50	\$455.81
30 lbs carrots	30	\$1.55	\$46.50
TOTAL	.		\$502.31

Toolkit for Direct Purchasing of Local Food. 2017.

Appendix E: Sample Invoice and Letterhead. | Download this document:

http://misadocuments.info/AppendixE_LocalFood_Sample_Invoice_Letterhead.docx

Help! I don't have letterhead for my farm!

If you don't have a letterhead established for your farm, it is easy to create in a word processing program.

That's it! Save the document as "letterhead." If you don't have your own computer or printer, have a printing shop or a friend print blank copies of the letterhead for you. Then you can type or handwrite information on the blank letterhead sheets. If you have a computer and printer, then anytime you need to use letterhead, open the letterhead file and save it with a new filename that describes the document; for example: "potatoes_invoice_Oct13_2016" Then add your product information on the document, below the letterhead. Save the file when you are done.

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