

INVOICE

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DATE: [insert here]

To: [addressee]

Description	Qty	Unit Price \$ (RRP)	Sub Total
[book 1]	5	29.95	149.75
[book 2]	10	32.95	329.50
[book 3]	15	24.95	374.25
GST			n/a
Wholesale discount			40%
Postage			37.95
Total			550.05

Payment Terms

Make all cheques payable to [your name]

Or pay direct our NAB account – BSB [xxx xxx] – Account no. [xxxxxxxxx]

Payment is due within 30 days

If you have any questions concerning this invoice please contact [your name] on [phone number]

Thank you!

[insert your logo]