

# My Company

My Street  
My Town  
United Kingdom

**Phone:** My Phone Number

**Email:** YourName@YourCompanyEmail.com

**Web Site:** www.YourCompanyServer.com

## Invoice

**Invoice To:**

Mrs Jane Smith  
Anywhere  
Anytown  
ANY 123  
United Kingdom  
**Phone:** 01234 567890  
**Email:** janesmith@yourcompanyemail.com

**Deliver To:**

Mrs Jane Smith  
Anywhere  
Anytown  
ANY 123  
United Kingdom  
  
**Phone:** 01234 567890  
**Email:** janesmith@yourcompanyemail.com

**Date ordered:** 25 May 2006  
**Payment status:** Pending  
**Shipping method:** Next Working Day

**Payment method:** Invoice With Order  
**Purchase order No.:**

Product description	Tax code(s)	Qty ship	Qty back	Unit price	Total cost
Starter Computer Bundle Monitor - Size: 19 inch Hard Disk - Size: 80GB Extra Drive - Select: DVD-RW	301	0	0	£395.00	£395.00
Box of Staples	301	0	0	£3.40	£3.40
				Sales	£398.40
				Shipping	£2.20
				Subtotal	£400.60
				VAT	£70.12
				<b>Total</b>	<b>£470.72</b>

Remit to address at top of invoice

**VAT Summary**

Code	Rate	Net Cost	Tax
301	17.5%	£398.40	£69.73
005	Pro-rata	£2.20	£0.39 Shipping