

ABC Goods Ltd

55 Main Street, Auckland, 8976 | PO Box 12-345 | Phone: (09) 876 6757

TO:

Jane Buchanan
Contract Manager
Office Management Team
Ministry of Entertainment
PO Box 33-3333
Wellington

TAX IN

GST number:
Date of invoice:
Invoice number:
Period covered

Contract: [Insert name of contract]
Contract reference #: [if applicable]
Purchase Order #: [if applicable]

Description	Quantity	Unit Price exc GST	Amount
Office Chairs (ref:CHA12445)	10	\$105.00	\$1,050.00
Freeform tables (ref:TAB23112)	12	\$150.00	\$1,800.00
Shelving (ref:SHE29348)	5	\$75.00	\$375.00
	total		\$3,225.00
	plus GST due		\$483.75
	total including GST		\$3,708.75
	less 10% discount		\$370.88
	balance left to pay		\$3,337.88

For direct bank payment

Account name: ABC Goods Limited
Account number: 00 234 4545 455 02

For payment by cheque

Made payable to: ABC Goods Limited
Address to: Accounts Receivable

Queries

If you have any queries concerning contact:
John Smith
(09) 876 6758
john.smith@abcgoods.co.nz



VOICE

98-765-432
30 April 2012
#1
April 2012

Delivered

2 April 2011
20 April 2011
25 April 2011

this invoice please