

Sample of Invoice to Submit as Documentation

INVOICE #100

1-2-3 Apprenticeship Supplies, Inc.

789 Main Street
San Francisco, CA 94102
PHONE (415) 555-5555 | FAX (415) 777-7777

April 1, 2016

BILL TO

Building Trades Apprenticeship Committee
789 Apprentice Street
San Francisco, CA 94102
(415) 333-3333

FOR

Apprenticeship Supplies

DESCRIPTION

AMOUNT

NFPA Electrical Code x 50	\$9,000.00
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Tools x 50	\$5,000.00
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SUBTOTAL	\$14,000.00
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TAX RATE	8.50%
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TAX	\$1,190.00
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TOTAL	\$15,190.00
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Make all checks payable to 1-2-3 Apprenticeship Supplies, Inc. If you have any questions concerning this invoice, please contact Jane Traynor by phone: (415) 555-5555 or by e-mail: jane.traynor@1-2-3apprentice.com

THANK YOU FOR YOUR BUSINESS!