| **Date** |  | 1234 |
| --- | --- | --- |
| ToName Street Address City, ST ZIP CodeShip ToSame as recipientInstructionsDelivery Instructions |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Quantity | Description | Unit Price | Total |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | Subtotal |  |  |
|  | Sales Tax |  |  |
|  | Shipping & Handling |  |  |
|  | Total Due |  |  |

Due upon receipt

Thank you for your business!