

Your Company LLC

EIN 12-3456789 · Collects sales tax
500 Main Street, Suite 200 · Austin, TX 78701
(512) 555-0142 · contact@example.com

SALES INVOICE

No. FV-1

Issue date: October 8, 2026
Due date: November 7, 2026

CUSTOMER

Northwind Distributors, Inc.

EIN 95-1357246
4500 Market Street · Houston, TX 77002

#	DESCRIPTION	QTY.	UNIT	UNIT PRICE	TAX	TOTAL
1	Ergonomic office chair	6	Unit	\$219.00	Sales tax 8.25%	\$1,314.00
2	Delivery and assembly	1	Service	\$120.00	Sales tax 8.25%	\$120.00

In words: ONE THOUSAND FIVE HUNDRED FIFTY-TWO US DOLLARS AND THIRTY-ONE CENTS

Subtotal \$1,434.00
Sales tax 8.25% \$118.31

Total \$1,552.31

PAYMENT

Payment terms Credit
Term (days) 30
Payment method Bank transfer (ACH or wire)

Prepared by

Received by (name, ID and date)

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