

SUGGESTED INVOICE TEMPLATE

INVOICE

DATE: [ENTER DATE]
INVOICE NUMBER [ENTER INVOICE NO]
CPI D ORDER REF THIS IS A CPI POD ORDER

YOUR NAME/COMPANY

[STREET NAME]
[LOCALITY NAME]
[TOWN/CITY]
[POSTCODE]

[PHONE & EMAIL]

BILL TO:

[CLIENT'S NAME OR COMPANY NAME]
[STREET NAME]
[LOCALITY NAME]
[TOWN/CITY]
[POSTCODE]

ISBN	QTY	DISCOUNT	RRP	TOTAL

TOTAL AMOUNT DUE

SEND PAYMENT TO:

[NAME]
[BANK NAME]
[BANK ACCOUNT NUMBER]
[OTHER BANK INFO]