

Approved/Not Approved Invoice Format Examples

APPROVED INVOICE FORMAT

SAMPLE Everest Inc

123 Main St, North
Green Bay, WI 00000
Phone (503) 555-0100 Fax (503) 555-0191

SOLD TO

[Cargill Business Name]
ATTN:
[Street Address]
[City, ST, ZIP Code]
[Phone]

INVOICE

DATE: September 19, 2016
INVOICE # 100
PO#

REMIT TO:

Everest Company Receivables
PO BOX 5555555
Chicago IL 00000-0000

Description	Qty	\$ Each	Total

SHIP TO:

Cargill Location
Steel
CITY STATE ZIP CODE
FOB: Delivered
Payment Terms: Net 60

SUBTOTAL	\$	-
TAX RATE		
SALES TAX		-
OTHER		
TOTAL	\$	-

THANK YOU FOR YOUR BUSINESS!

NO SHADING FOR HEADER BOXES

INVOICE MUST INCLUDE CARGILL PO # - ONE PO PER INVOICE

INVOICE MUST INCLUDE CARGILL BUSINESS NAME AND ATTN LINE

NOT APPROVED INVOICE FORMAT

Company Name
Street Address
City, State, ZIP Code

Bill To: Address
Phone: Fax:
E-mail: Invoice #: Invoice Date:

Invoice For:

Item #	Description	Qty	Unit Price	Discount	Price

Invoice Subtotal	\$	-
Tax Rate		
Sales Tax		-
Other		
Deposit Received		
TOTAL	\$	-

Make all checks payable to Company Name
Total due in 10 days. Default accounts subject to a service charge of 1% per month

NO SHADING FOR HEADER BOXES