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

Apprentices[illegible] Supplies

SAMPLE

DESCRIPTION	AMOUNT
NFPA Electrical Code x 50	$9,000.00
Tools x 50	$5,000.00
SUBTOTAL	$14,000.00
TAX RATE	8.50%
TAX	$1,190.00
TOTAL	$15,190.00

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!