|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| LOGO | INVOICE | | | | |
| Putting things into “Layman’s Terms” to make your PC Less of a “Personal Confuser” | | | Status:  Date:  INVOICE # | | |
| TO | |  | | SHIP TO |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Salesperson | Job | Shipping Method | Shipping Terms | Delivery Date | Payment Terms | Due Date |
|

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name | Description | Qty. | Unit Price | Discount | Line Total |  |
| Total Discount: | | | |  |  |
|  | | | | |  |  |
| Subtotal: | | | | |  |
| Sales Tax: | | | | |  |
| Total: | | | | |  |
| Payments: | | | | |  |
| Balance Due: | | | | |  |

Thank you for your business!

Make all checks payable to **Joe Layman**

Phone

[](http://go.microsoft.com/fwlink/?LinkId=69790&clcid=0x409&cmd=_xclick&business=sales@laymanspc.com&amount=163.20&item_name=Invoice%20No.%20023871&invoice=023871&custom=%7bdb970cac-5c84-44e5-9844-10cd13185348%7d|8419&no_shipping=0&no_note=1&currency_code=USD&bn=msft.sba.invoice_v2&charset=UTF%2d8)

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