

Must state it is an invoice



Springwater Sports Supplies

INVOICE

Date: 1 June 2020
INVOICE # 100

Dated

To
Spring Water Marbles Club
2 Springwater Street
Springwater 9999
123 123
Customer ID ABC12345

Addressed to the Grant Recipient

Salesperson	Job	Payment Terms	Due Date
Joe Smith	Springwater Marbles Club	Due on receipt	20 June 2020

Qty	Description	Unit Price	Line Total
10	10mm Marbles	20	200.00

Full description of the goods and services

Subtotal	200.00
Sales Tax 15%	30.00
Total	230.00

Clearly shows whether the total is GST inclusive or exclusive

Make all cheques payable to Springwater Sports Supplies
Thank you for your business!

Springwater Sports Supplies 1 Springwater Street, Springwater 9999 Phone: 123 123

Full contact details of the supplier