|  |  |
| --- | --- |
|  | INVOICE |
| Company Name | **INVOICE #**  Date: |
| Xxxx Main Road  Nowhere, QC H0H 0H0  Phone #(111) 111-1111  Email address |  |

|  |  |  |
| --- | --- | --- |
| To | Mrs./Mr. xxxx  McGill University  Building and Address  xxxx  (111) 111-1111 |  |

|  |  |  |  |
| --- | --- | --- | --- |
| salesperson | Purchase Order Number | payment terms | due date |
|  |  | NET 45 |  |

|  |  |  |  |
| --- | --- | --- | --- |
| qty | description | unit price | line total |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | QST #:  GST #: |  |  |
|  |  |  |  |
|  | | Subtotal |  |
| Please make check payable to: **Company Name** | | Sales Tax |  |
|  | | Total |  |