An invoice is a document issued by a seller and sent to a buyer as notification that payment is due.

Elements Needed for Proper Invoice

INVOICE

REMIT TO ADDRESS:

BILL TO
SMU
<Department Information/Name>
<Address>
<Phone, Email>

SHIP TO
<Name / Dept>
<Client Company Name>
<Address>
<Phone>

Invoice No: #INV00001
Invoice Date: 11/11/11
Due Date: 12/12/12

NOTE: SMU Departments should NEVER create invoices on behalf of their vendors.

	QTY	UNIT PRICE	TOTAL
GOODS			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00

State Business Purpose if not clear

SUBTOTAL	0.00
DISCOUNT	0.00
SUBTOTAL LESS DISCOUNT	0.00
TAX RATE	0.00%
TOTAL TAX	0.00
SHIPPING/HANDLING	0.00
Balance Due	**$ -**

Terms & Instructions
<Add payment instructions here, e.g: bank, paypal...>
<Add terms here, e.g: warranty, returns policy...>