Company Name

1. Street Address
City, ST ZIP Code
Phone: Phone Fax: Fax

SAMPLE INVOICE

3. INVOICE #:15454
4. 3/31/2019
5. PURCHASE ORDER #: EP2227832

BILL TO:

2. George Mason University
Attn: Accounts Payable
4400 University Dr.
4200 Merten Hall, MSN 3C1
Fairfax, VA 22030
Email: acctpay@gmu.edu

Invoices must contain ALL of the following in order to be processed:

1. Remit to payment address
2. Mason as the party to be billed
3. The vendor supplied invoice number
4. The date of service and/or shipment
5. The purchase order number (**starts with EP or E**)
6. Description of goods or services

QUANTITY	6. DESCRIPTION	UNIT PRICE	TOTAL
1	Service fee	25.00	25.00
5	Labor	50.00	250.00
1	Part #2451A Model #1258474	345.00	345.00
1	Part #456B Model #34758	130.00	130.00

SUBTOTAL	**750.00**
SALES TAX	0
SHIPPING & HANDLING	13.50
TOTAL DUE	**763.50**

Other Comments/Contact Information