


# Invoices and Statements

Customize your company's invoices and statement to fit your needs.  
Add numbering and/or a perforation for your customers to return with payment.

## Statement and Invoice Samples



P.O. Box 4238  
1512 4TH AVENUE  
ROCK ISLAND, IL 61204-4238  
PHONE (309) 283-1304  
FAX (309) 732-1268

**INVOICE**

PAGE \_\_\_\_\_

INVOICE DATE \_\_\_\_\_

INVOICE NO. \_\_\_\_\_

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TOTAL DUE \_\_\_\_\_

SLS1	SLS2	DUE DATE	DISC DUE DATE	ORDER NO.	ORDER DATE	SHIP DATE
TERMS DESCRIPTION		CUSTOMER P.O. NUMBER			SHIP VIA	
ITEM ID	TX CL	UNIT OF MEASURE	ORDERED	SHIPPED	UNIT PRICE	
TAXABLE		NONTAXABLE		FREIGHT		SALES TAX

Refer all billing questions to accounting (309) 283-1207. All other questions call (309) 283-1304.

REMIT TO: THE PRINTER'S MARK P.O. BOX 4238 ROCK ISLAND, IL 61204-4238



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**STATEMENT**

PLEASE DETACH AND RETURN THIS PORTION WITH YOUR PAYMENT

INVOICE DATE	INVOICE NO.	TYPE	CHECK NO.	CHARGES	CREDITS	BALANCE
CURRENT		31-60 DAYS	61-90 DAYS	OVER 90 DAYS	FINANCE CHARGE	AMOUNT DUE

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