

# Purchase Invoice

Date: 2024-06-15

Invoice No.: INV-00245

**Billed To:**

Acme Corp.  
123 Main Street  
Newtown, NY 10001

**Supplier:**

OfficePro Supplies Ltd.  
456 Commerce Ave.  
Metropolis, NY 10022

#	Item Description	Quantity	Unit Price	Total
1	A4 Paper (Ream)	20	\$4.00	\$80.00
2	Ballpoint Pens (Pack of 10)	5	\$3.50	\$17.50
3	Stapler	3	\$8.00	\$24.00
4	Paper Clips (Box)	2	\$2.00	\$4.00
5	Desktop Organizer	1	\$15.00	\$15.00
				<b>Subtotal</b> <b>\$140.50</b>
				Tax (8%) <b>\$11.24</b>
				<b>Total Amount Due</b> <b>\$151.74</b>

**Payment Terms:** Net 30 days

**Notes:** Thank you for your business.