

ABC Supplies Ltd.
123 Commerce Avenue
Hillside Park, CA 99887
Phone: (555) 123-4567
Email: sales@abcsupplies.com

June 10, 2024

Mr. John Doe
Procurement Manager
XYZ Retail Stores
789 Market Street
Los City, CA 99112

Subject: Invoice for Delivered Goods – Order #45678

Dear Mr. Doe,

We are pleased to inform you that your recent purchase (Order #45678) has been successfully delivered on June 9, 2024, as per the agreed schedule. Please find attached the invoice corresponding to the goods delivered.

Below are the details of the shipment:

- Description of Goods:** Office Supplies (Paper Reams, Staplers, Printer Cartridges)
- Quantity:** 100 Paper Reams, 20 Staplers, 15 Printer Cartridges
- Delivery Address:** 789 Market Street, Los City, CA 99112
- Delivery Date:** June 9, 2024

We kindly request you to process the payment in accordance with the agreed terms (Net 30 days). For your reference and convenience, we have attached the invoice at the end of this letter.

Should you have any questions regarding the delivery or the attached invoice, please do not hesitate to contact us.

Thank you for your business.

Sincerely,

Emily Roberts
Accounts Manager
ABC Supplies Ltd.

Invoice

Invoice Number: INV-20240610-789
Invoice Date: June 10, 2024
Order Number: 45678
Bill To: XYZ Retail Stores, 789 Market Street, Los City, CA 99112

#	Description	Quantity	Unit Price	Total
1	Paper Ream (A4, 500 sheets)	100	\$4.00	\$400.00
2	Stapler	20	\$6.50	\$130.00
3	Printer Cartridge	15	\$25.00	\$375.00
Subtotal				\$905.00
Sales Tax (8%)				\$72.40

	Total Amount Due	\$977.40
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Payment Terms: Net 30 days

Bank Details: ABC Bank, Acct: 987654321, Routing: 012345678

Payment Due By: July 9, 2024