



Invoices

INVOICE NUMBER	1234 1234567	REMIT TO:	UNIFIRST							
INVOICE DATE	5/2/11		68 JONSPIN ROAD							
CUSTOMER (BILL TO)	987654		WILMINGTON, MA 01887							
A/R NUMBER	99000099									
CUSTOMER	ACME SYSTEMS, INC.		RTE# R1234							
PAYMENT AMOUNT \$ _____										
- Please Detach and Return With Payment -										
 ... when your image is important.			PAGE 001							
INVOICE	DATE	PAYMENT TERMS	PURCHASE ORDER	CONTRACT						
1234 1234567	5/2/11	CHARGE	123-456-6789	1234567						
S H I P T O 987654 ACME SYSTEMS, INC. 1 MAIN STREET WILMINGTON, MA 01887		B I L L T O ACME SYSTEMS, INC. 1 MAIN STREET WILMINGTON, MA 01887								
IF YOU HAVE A QUESTION REGARDING THIS INVOICE, CALL: (800) 123-4567										
RTE# R1234										
LKR/DEPT	PER NUM	DESCRIPTION OF SERVICE	SVC RED	BILLED QTY	AMOUNT	TAX AMOUNT	ADJ AMOUNT	ADD DATE	DEL QTY	PICK UP
0001	12	JOHN DOE L.S. SHIRT COTTON		5	X	X		1/07	5	5
0002	31	JANE SMITH PANTS - COTTON		6	X	X		3/07	6	6
0003		SYN 3X5 MAT		2	X	X		1/07	2	2
0004		UNIMOP - DRY MOP		2	X	X		4/08	2	2
0005		AIR FRESHENER		1	X	X		8/08	1	0
		DEFE			X					
		INVOICE SUB-TOTAL			X					
		SALES TAX			X					
		AMOUNT DUE			X					
THIS IS YOUR ONLY INVOICE - NET 30 DAYS. PLEASE SIGN _____										
		SOIL PICK UP COUNT		SH 5	PT 6	OT 5	NO			

1 Toll-free or local phone for any program question or concern

2 Description of service listed for each employee

3 Pick up counts verified by Rep and documented

4 One price per employee

5 Quantity delivered

6 Quantity to be picked up

Your invoice is easy to read and understand.

- No hidden charges
- No unexpected increases
- No unexplained items