

D.L. Gallivan Office Solutions

1424 W. Centre Ave. Portage, MI 49024
P: 269.349.1581 F: 269.349.2317

INVOICE

Invoice Number: IN54321
Invoice Date: 1/1/2019
Account Number: YBN01
Balance Due: \$0.00

This is your *invoice number*— when calling with invoice questions, this is the number you'll reference.

This is your *account number*— it corresponds to your business name. You use this number for online ordering through our e-info portal.

Bill To: Your Business Name Here
Accounts Payable
123 Main St.
Kalamazoo, MI, 49006

Ship To: Your Business Name Here
123 Main St.
Kalamazoo, MI, 49006

Sales Order No	P. O. Number	Ship Method	Payment Terms	Payment Due
SO12121		Best Way	Net 15 Days From Invoice	1/16/2019

Remarks	Sales Person

Item No	Description	Serial No	Order	Ship	BkO	UM	Price	Disc	Amount
1T02ND0U0	TK-8517K(TASKalfa 6052ci/5052ci) Contract: CT10101-01 Equipment: 8000 Serial Number: ABC1234567 Model: TASKalfa 5052ci Location: Main Office		1.0	1.0	0.0	Each	\$0.00		\$0.00

This is your *equipment ID number*. You can also find this number on our sticker on the front of your machine. When ordering toner, this is the number we will need to know. Once we have the ID number, we can see what model your copier is, the address where it is located, and the type of toner it uses.

A late charge of 1.5% per month with a minimum charge of \$5.00 will be assessed on all past due invoices.
If you would prefer to receive invoices by email contact us at kimbrady@dlgallivan.com. Thank you.

Subtotal	\$0.00
Discount	\$0.00
Freight	\$0.00
Sales Tax	\$0.00
Invoice Total	\$0.00
Balance Due	\$0.00