

# SAMPLE INVOICE\*

\*Please note: this is designed to be a reference document, not a template. Your supplier should provide an invoice on their letterhead.

Company 1  
5151 Luvtrees ST,  
Denver, CO 51512

## SHIPPED FROM:

Company 1  
5151 Luvtrees ST  
Denver, Colorado 51512  
Phone: 111-222-3334

This company  
**MUST** be a  
valid FSC®  
certificate  
holder. Verify  
this at  
**[search.fsc.org](http://search.fsc.org)**

**INVOICE # 100**  
**DATE: 1/30/23**

**SHIPPED TO:**

Jon Doe  
Company 2  
4321 Maplewood Ave  
Nashville, TN 54321  
Phone: 111-222-3333

Invoice **MUST**  
be dated

**COMMENTS OR SPECIAL INSTRUCTIONS:**

Payment according to PO #123

**NOTE:** pricing information can be redacted if necessary

FSC-certified supplier's  
FSC certificate code  
and FSC product claim  
**MUST** be included

Verify this information at [search.fsc.org](http://search.fsc.org). The FSC certificate code **MUST** match the company issuing this invoice.

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QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
50 tons	SKU 5151 paper 8.5x 11 inches FSC certified *	100 USD/ton	5,000
* FSC Mix Credit, NC-COC-123456			
			Subtotal
			5,000
			Sales tax
			25.00
			Shipping and handling
			0.00
			TOTAL DUE
			5,025