Sample Interagency Invoice

	State of Oregon Department of Accounting 123 Fourth Street Salem, Oregon 97310		
To: Dept. of Publicity		Invoice No.	ARZ01946
Division of Advertisements		Date	1/10/2000
567 Eighth Street		Customer No.	10700-123
Salem, OR 97310		Amount	\$1,251.00

~ INVOICE ~

[Contract/Agreement Number]

Period Covering: 12/1/99 – 12/31/99

The first page or section is devoted to a summary of the goods

♦ or services provided if not made obvious by the detail.

 \clubsuit The next page or section is devoted to

♦ details concerning the goods or services provided

✤ including identifying personnel, amounts, and pricing...

Description	Unit Quantity	Unit Price	Total
Graphic design, mock-up, approval	5.0	22.00	\$110.00
Color printing	200.0	4.50	\$900.00
Laminating - clear	200.0	1.00	\$200.00
Lay-up @ Std Rate	1.0	41.00	\$41.00
		Total	<u>\$1,251.00</u>

\$

♥ The final page or section might include information regarding terms and

sconditions, explanations concerning indirect charges, overhead, etc.

				For S	FMS Ager	ncies			
Vendor Number:				OUR	RECOMMEND				
Invoice #	SFX	PCA/Index	Comp/Agy Obj	AY	Tcode	Tcode	Grant/Project	Phase	Amount
 ARZ01946 	001	99305/	/1000	01	199	730/731			\$1,251.00
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Questions? Please call ___(NAME)___ @ (503) 555-5555.

Remit a copy of this invoice when paying by check.

TERMS: NET 30