Sample Interagency Invoice

State of Oregon
Department of Accounting
123 Fourth Street
Salem, Oregon 97310

To: Dept. of Publicity
Division of Advertisements
567 Eighth Street
Salem, OR 97310

Invoice No. ARZ01946
Date 1/10/2000
Customer No. 10700-123
Amount $1,251.00

~ INVOICE ~


The first page or section is devoted to a summary of the goods or services provided if not made obvious by the detail.

The next page or section is devoted to details concerning the goods or services provided including identifying personnel, amounts, and pricing...

<table>
<thead>
<tr>
<th>Description</th>
<th>Unit Quantity</th>
<th>Unit Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graphic design, mock-up, approval</td>
<td>5.0</td>
<td>22.00</td>
<td>$110.00</td>
</tr>
<tr>
<td>Color printing</td>
<td>200.0</td>
<td>4.50</td>
<td>$900.00</td>
</tr>
<tr>
<td>Laminating - clear</td>
<td>200.0</td>
<td>1.00</td>
<td>$200.00</td>
</tr>
<tr>
<td>Lay-up @ Std Rate</td>
<td>1.0</td>
<td>41.00</td>
<td>$41.00</td>
</tr>
</tbody>
</table>

Total $1,251.00

The final page or section might include information regarding terms and conditions, explanations concerning indirect charges, overhead, etc.

For SFMS Agencies

Vendor Number: ______________

<table>
<thead>
<tr>
<th>Invoice #</th>
<th>SFX</th>
<th>PCA/Index</th>
<th>Comp/Agy Obj</th>
<th>AY</th>
<th>Tcode</th>
<th>RECOMMEND</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARZ01946</td>
<td>001</td>
<td>99305/1000</td>
<td>/1000</td>
<td>01</td>
<td>199</td>
<td>730/731</td>
</tr>
</tbody>
</table>

Questions? Please call ___(NAME)___ @ (503) 555-5555. Remit a copy of this invoice when paying by check.

TERMS: NET 30