Larkfield Office Supply

1842 Larkspur Avenue, Springfield, IL 62704
Phone (217) 555-0147 · Fax (217) 555-0148 · billing@larkfield.example

INVOICE

Invoice no.	**INV-2026-0418**
Invoice date	**November 8, 2026**
Due date	**December 8, 2026**
Customer ID	**CR-1093**

BILL TO

Calloway & Reed Architects
Attn: Accounts Payable
2210 Juniper Street, Suite 4
Portland, OR 97205
(503) 555-0182

SHIP TO

Calloway & Reed Architects
Front desk, 2nd floor
2210 Juniper Street, Suite 4
Portland, OR 97205

ORDER

PO number: 77-4120
Order date: Nov 3, 2026
Shipped: Nov 6, 2026
Terms: Net 30

#	DESCRIPTION	QTY	UNIT PRICE	AMOUNT
1	Copy paper, letter size, 20 lb, case of 10 reams	6	$48.90	$293.40
2	Toner cartridge, black, high yield	2	$112.00	$224.00
3	Hanging file folders, letter, box of 25	4	$18.75	$75.00
4	Ballpoint pens, blue ink, box of 12	5	$9.40	$47.00
5	Mesh desk organizer, 5 compartments	3	$21.60	$64.80
6	Delivery to your office	1	$25.00	$25.00

Pay online
Scan the code or go to pay.larkfield.example and enter invoice number INV-2026-0418. Card and bank transfer accepted.

Subtotal	$729.20
Sales tax (8.25%)	$60.16
Total	**$789.36**
Amount paid	–$789.36
Balance due	**$0.00**

PAID
NOV 8 2026

Maria Delgado, Accounts Manager

Thank you for your business.

TERMS AND CONDITIONS

Payment is due within 30 days of the invoice date. Late payments may incur a fee of 1.5% per month on the outstanding balance. Please quote the invoice number on every payment and on any correspondence about this order.

Goods remain the property of Larkfield Office Supply until paid in full. Damaged or incorrect items must be reported within 7 days of delivery; unopened items may be returned within 30 days for a full refund.

Prices include standard packaging. Delivery charges apply to orders under $150. Toner cartridges are covered by the manufacturer's warranty.

Questions about this invoice: billing@larkfield.example or (217) 555-0147, Monday to Friday, 8 a.m. to 5 p.m. Central Time.

Sample invoice for a FaxRadar fax test. All names, addresses and numbers are fictitious.