

# INVOICE



URBAN ECLECTIC  
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*Urban Eclectic*  
STYLISH HOME DÉCOR.  
WWW.URBANECLECTIC.NET

*Date:* \_\_\_\_\_

*Customer ID:* \_\_\_\_\_

*Bill To:* \_\_\_\_\_

*Order No.* \_\_\_\_\_

*Invoice No.* \_\_\_\_\_

*Ship To:* \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

\_\_\_\_\_

TELEPHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

\_\_\_\_\_

TELEPHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

DATE	YOUR PO#	INVOICE #	SALES REP	FOB	SHIP VIA	TERMS	TAX ID

QUANTITY	ITEM #	UNITS	DESCRIPTION	TAXABLE	DISCOUNTS	UNIT PRICE	TOTAL

**PAYMENT METHOD:**

- CREDIT CARD
- CHECK
- MONEY ORDER

**CREDIT CARD INFORMATION:**

CC NUMBER: \_\_\_\_\_  
 EXPIRATION DATE: \_\_\_\_\_ CVV2: \_\_\_\_\_

**AUTHORIZED SIGNATURE:**

\_\_\_\_\_

SUBTOTAL: \_\_\_\_\_

SHIPPING: \_\_\_\_\_

TAX: \_\_\_\_\_

SHIPPING: \_\_\_\_\_

TOTAL DUE: \_\_\_\_\_

**SPECIAL INSTRUCTIONS/PROMOTIONAL CODES:**

\_\_\_\_\_

**TERMS:**

PAYMENT: PAYMENT ON ALL ORDERS DUE 21 CALENDER DAYS FROM DATE OF INVOICE. ACCEPTABLE FORMS OF PAYMENT ARE VISA/MASTERCARD/DISCOVER, COMPANY CHECK OR MONEY ORDER. LATE PAYMENT IS SUBJECT TO 2% LATE FEE EVERY 30 DAYS PAST DUE DATE AND REPORTING TO APPROPRIATE CREDIT AUTHORITIES. RETURNED CHECKS SUBJECT TO \$25.00 CHARGE.

RETURNS: EXCHANGES ARE GLADLY ACCEPTED ON UNUSED/UNOPENED MERCHANDISE IN RESELLABLE CONDITION WITHIN 10 BUSINESS DAYS OF RECEIPT OF ORDER. FAILURE TO DO SO CONSTITUTES ACCEPTANCE OF MERCHANDISE.