

Managing Director: Sally
 Sales Director: Alice
 Co-coordinator: Jenny
 Product Design: Clare

Invoice : e-book

e-book offices
 Floor 21 flats 21-23
 Southwell
 Dorset
 DT1 1EQ

www.ebookcommerce.co.uk



Date:

These are our names, I made up positions in the company for everyone to make the company look professional

I put the logo in this top left hand corner because when I was looking examples of invoices at work, most of them put their logo here and it looks most professional I think.

To:

This is where the address of the recipient goes.

I made the invoice look similar to our letterhead so our documents are consistent in style.

Item	Quantity		Price
Year book		Price per DVD	£5.00
		Amount due	

This is where the quantity, price per DVD and the total price will be.