

BUSINESS LETTERS: AN INVOICE

Activity 1. Identify the parts of the Business Letter.

- Billing address (the address connected to the customer's payment method).
- Company Logotype.
- Cost of each product or service provided (without taxes).
- Customer's contact information.
- Customer's Identification Number.
- Customer's name & surname.
- Date.
- Description of each product or service provided.
- Discount.
- Document Identification Number.
- Payment method.
- Recipient's address (Mailing address).
- Recipient's contact information.
- Sender's address.
- Sender's company name.
- Sender's contact information.
- Subtotal price.
- Taxes to be paid.
- Terms & Conditions of Payment.
- Thank-you note.
- Total Price to be paid (taxes included).
- Type of document.

1	2	3											
	Best Repair Shop 3, Howson Rd, Lewisham, LONDON SE4 2BB www.bestrepairshop.lewisham.com Phone: 020 8692 5055		INVOICE										
	5	6											
7	INVOICE # 23-000467	DATE 21/03/2023	4										
	MAILING TO Our Book & Coffee Shop 26, London Rd, Forest Hill LONDON SE23 3HF Phone: 020 8699 4848 FAX: 020 8699 4848	BILL TO Anne McCullough Customer ID: 156 26, London Rd, Forest Hill LONDON SE23 3HF Phone: 020 8699 4848	10 11 12 13										
	8	9											
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17	17 TERMS & CONDITIONS: Please make payment within 30 days of issue of the Invoice.												
	Thank You For Your Business!		22										