READING COMPREHENSION: A SALES INVOICE

A **Sales Invoice** is an accounting document that creates legally binding agreements between companies and buyers of goods or services. It lists the items provided or services rendered, the amount owed by the buyer, and how they can make payment.

Invoices have a lot of information packed into a small space, usually one page. Read the document below and complete the charts with the correct information about the sales transaction.

Best Repair Shop
Keep Your Home or Business Safe
From Electrical & Fire Hazards

Invoice

ISSUED TO:
Anne McCullough
Our Book & Coffee Shop
E-mail: ourbookcoffeeshop1959@gmail.com

INVOICE NO:
#2303-0048

DATE:
21 March 2023

DESCRIPTION	AMOUNT
Call-out Service Fee	£100.00
Labour: 3h at £45.00	£135.00
Replacing Existing Extractor Fan (1 unit)	£230.00
Installing Carbon Monoxide/Smoke Alarm (1 unit)	£130.00
SUBTOTAL	£595.00
TAX (20%)	£119.00
DISCOUNT	-
TOTAL	**£714.00**

PAYMENT METHOD
Bank Transfer
Best Bank Unlimited
Account No.: 123-000-0901

TERMS & CONDITIONS
Please send payment within 30 days of receiving this invoice.

Thank you for your business!

020-8692-5054 3, Howson Rd., Levisham, LONDON SE6 2BB bestrepairshopinlondon@gmail.com

DOCUMENT INFORMATION:

Type of document:
Identification number:
Date of issue:

SELLER'S INFORMATION

Company name:
Company street address:
Company e-mail address:
Company phone number:
Type of goods/services provided:
The company has a logotype: True / False

BUYER'S INFORMATION:

Buyer's name:
Company name:
Corporate e-mail address:

PURCHASE DETAILS:

Subtotal (cost of the items before taxes or shipping costs are added):
Tax:
Total amount due (summary of the financial obligation):
Discounts (if applicable):
Shipping costs (if applicable):
Currency: Euros / British Pounds Sterling / Dollars

PAYMENT TERMS & CONDITIONS:

Chosen payment method: Bank transfer / Cash / Mobile wallet
Bank name:
Bank account number:
Due date (deadline for payment):