# 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.

## Sales Invoice

McGough
Art Supplies

**ISSUED TO:**
Albert Wallace
FASTPRINTS 4u
awallace.fp4u@gmail.com

**INVOICE NO:**
#109245

8 November 2022

| DESCRIPTION | PRICE | QTY | AMOUNT |
|---|---|---|---|
| Photo Emulsion Set 1 ltr | £34.50 | 1 | £34.50 |
| Photo Emulsion Remover, Mesh Prep & Screen Wash Bundle (240ml/500ml) | £30.00 | 1 | £30.00 |
| Aluminium Scoop Coater - A4 Frame | £12.00 | 1 | £12.00 |
| Aluminium Squeegee - A4 Frame; Blade type: Square Cut 75 Shore. | £12.99 | 1 | £12.99 |
| Registration Hinge Clamp - Pair | £14.95 | 2 | £29.90 |
| Wood Screen Printing Frame, A4 Size; Mesh Count: 77T | £14.95 | 1 | £14.95 |
| Eco Waterbased Screen Printing Ink - 1ltr, Black | £26.00 | 1 | £26.00 |
| Eco Waterbased Screen Printing Ink - 240 ml, Metallic Gold | £15.00 | 1 | £15.00 |
| | | SUBTOTAL | £175.34 |
| | | TAX (20%) | £35.07 |
| | | **TOTAL** | **£210.41** |

**PAYMENT METHOD**
Best Bank Unlimited
Account No.: 003-406-0001

**TERMS & CONDITIONS**
Please send payment within 30 days of receiving this invoice. There will be 10% interest charge per month on late invoice.

*Thank you!*

020-7946-0012 | 19 Winsdale Rd., LONDON SE6 4JU | mcgoughartsupplies@gmail.com

LIVEWORKSHEETS

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): |
| Late invoice penalty: |

LIVEWORKSHEETS