

# CORPORATE INVOICE

FROM (SUPPLIER)

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BILL TO (COMPANY / AP DEPT.)

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INVOICE NO.

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DATE ISSUED

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PO NUMBER

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DEPARTMENT / APPROVER

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| DESCRIPTION | QTY | UNIT PRICE | AMOUNT |
|-------------|-----|------------|--------|
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NOTES

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Subtotal

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Tax

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**TOTAL DUE**

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Match the PO number exactly and bill to the entity named on the PO — a mismatch is a common cause of AP rejection.