|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  | Order Date: | 29/04/2022 |  |
|  | Order ID: | 1234 |  |
|  | Shipped Via: | DPD etc. |  |
|  | Tracking Number: | 1234ABCD |  |
|  |  |  |  |
|  |  |  |  |

**Additional information**

To add a new line to the table below, hover your cursor over the area at the bottom left of “example work” and click on the plus icon which appears.

**Customers Company**

*Billy Buyer*

*Customer Name*

*Address line*

*City, Postcode*

**Your Company Name**

*Address line 1*

*Address line 2*

*City, Postcode*

*Phone: 1234 567 890*

|  |  |  |  |
| --- | --- | --- | --- |
| **Order Date** | **Order #** | **Purchase Order #** | **Customer Contact** |
| 29/04/22 | 12345 | PO34759 | Purchasing Dept. |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Description** | **Qty** | **Unit** | **Unit Price** | **VAT %** | **VAT** | **Total** |
| Example product | 5 | pcs | £ 60 | 20% | £ 60,00 | £ 300,00 |
| Example work | 10 | h | £ 105 | 20% | £ 210,00 | £ 1 050,00 |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  | **Sub Total** | | **£ 1 350,00** |
|  |  |  |  | **Total VAT** | | **£ 270,00** |
|  |  |  |  | **Total amount due** | | **£ 1 620,00** |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Instructions | |  |
| [Packing Slip Template - Instructions](https://www.zervant.com/en/blog/packing-slip-template/?utm_source=Template&utm_medium=Instructions_link&utm_campaign=Word&utm_content=packing_slip_template&utm_term=EN) | | |
|  |  |  |
| More tools from Zervant | |  |
| [Super simple invoicing](https://www.zervant.com/en/?utm_source=Template&utm_medium=Home_link&utm_campaign=Word&utm_content=Invoice_template&utm_term=EN)  [Stacks of other free templates (on our BLOG !)](https://www.zervant.com/en/blog/category/free-tools-and-templates/?utm_source=Template&utm_medium=OtherTemplatePromotion_link&utm_campaign=Word&utm_content=Invoice_template&utm_term=EN) | | |
|  |  |  |

[A screenshot of a cell phone

Description automatically generated](https://secure.zervant.com/login/signup/en?utm_source=Template&&utm_medium=Signup_link&&utm_campaign=Word&&utm_content=Invoice_template&&utm_term=EN)