

# - Sample PO Invoice - Sample PO Invoice - Sample PO Invoice -

Original Invoice

← Your request for payment should be clearly marked as an original invoice (not a statement, agreement, contract or otherwise)

Invoice Number: 1251257

Invoice Date: August 17, 2006

← Include a unique invoice number and the corresponding invoice date

XYZ Company  
1000 Main Ave.  
Anywhere, ST Zip Code  
Phone: (608) 664-XXXX  
Fax: (608) 664-XXXX

← Include your company and contact information

- Name
- Full address
- Federal Tax Identification Number
- Phone and fax number for account and billing inquiries

- Include the requestor/U.S. Cellular® contact person's name in the Bill To address
- Use the dedicated P.O. Box to avoid delays in payment due to misrouting

Bill To:  
U.S. Cellular®  
Attn: Jane Doe or jane.doe@uscellular.com  
P.O. Box 628430  
Middleton, WI 53562-8430

- Ship To (i.e., Service Rendered address) - this information can also be included in the body of the invoice
- Additional information, such as the cost center to be charged, will expedite payment

Ship To:  
U.S. Cellular  
Attn: Jane Doe  
8410 W. Bryn Mawr  
Chicago, IL 60631  
US Cellular Cost Center NNNNNN  
(6 digit number)

Purchase Order Number  
45XXXXXXXXX

← The U.S. Cellular PO number is a 10 digit number that starts with 45

PO Line #	Item #	Description	Model	Quantity Shipped	UOM	Unit Price	Extension
Subtotal							\$ -
Tax							\$ -
Freight							\$ -
<b>Total</b>							<b>\$ -</b>

Include detail information regarding goods or services provided

Remit To:  
XYZ Company  
P.O. Box  
Anywhere, ST Zip Code  
Billing Inquiries: 800-123-4567 or billquestions@xyz.com

FedID # XX-XXXXXXX ← Include your Federal Tax Identification Number