



Sample Invoice

The following is an example of an invoice that meets all of the needs of AEP's Accounts Payable process. Although your company might not be able to duplicate this exact invoice format, it is intended to illustrate an example of an invoice that should progress through AEP's payment process in the most effective and timely manner. AEP understands it can be difficult to modify an invoice format, but the closer the invoice comes to including the information outlined in this example, the quicker your invoice should be paid by AEP.

Your Company Name				INVOICE	
<i>Your Company Slogan</i>					
Address City, State ZIP Phone 123.456.7890 Fax 123.456.7891				DATE 1/1/2000 INVOICE 100	
Bill To: Name Company Address City, State ZIP Phone			Ship To: Name Company Address City, State ZIP Phone		
Comments or Special Instructions:					
ACCT NUMBER	P.O. NUMBER	SHIP DATE	SHIP VIA	F.O.B.	PAY TERMS
QUANTITY	UP	DESCRIPTION	UNIT PRICE	AMOUNT	
		Supplier Catalog ID Customer Catalog ID		\$ -	
Remit to:				SUBTOTAL	
				\$ -	
				SALES TAX	
				SHIPPING & HANDLING	
				OTHER CHARGES	
				TOTAL	
				\$ -	
Make all checks payable to Your Company Name If you have any questions concerning this invoice, contact Name, Phone Number, Email					
THANK YOU FOR YOUR BUSINESS!					