

# INVOICE

## Greenfield Print & Bindery

417 Mulberry Lane  
Portland, OR 97214  
billing@greenfieldprint.com  
(503) 555-0142

**Invoice #:** GPB-20418  
**Date:** May 14, 2026  
**Due Date:** June 13, 2026  
**Terms:** Net 30

## BILL TO

Harborline Marketing Group  
Attn: Accounts Payable  
88 Salem Street, Suite 4  
Boston, MA 02113

Description	Qty	Unit Price	Amount
Tri-fold brochures, 100lb gloss, 4/4 color	2,000	\$0.38	\$760.00
Saddle-stitched program booklets, 16pp	500	\$2.15	\$1,075.00
Foil-stamped business cards, premium stock	1,000	\$0.22	\$220.00
Rush production surcharge (3-day turnaround)	1	\$95.00	\$95.00
Subtotal			\$2,150.00
Sales tax (0%)			\$0.00
<b>Total Due</b>			<b>\$2,150.00</b>

Please remit payment by the due date. Make checks payable to Greenfield Print & Bindery.  
Thank you for your business.

# Cooper's Office Supply

1442 Belmont Avenue  
Asheville, NC 28806  
(828) 555-0177

## RECEIPT

Store #07 Reg #2 Cashier: Mara  
05/14/2026 14:32  
Trans ID: 7741-208-4490

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Letter-size copy paper, 5-ream	\$32.49
Gel pens, blue, 12-pack	\$8.95
Manila file folders, 100ct	\$14.20
Sticky notes, 3x3, 12-pad	\$7.49
Heavy-duty stapler	\$18.75

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Subtotal	\$81.88
Sales tax (7.0%)	\$5.73
<b>TOTAL</b>	<b>\$87.61</b>

Visa \*\*\*\* \* 4421 \$87.61  
Auth: 048217 Approved

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Items sold: 5  
Return policy: 30 days with receipt

**Thank you for shopping with us!**

# PURCHASE ORDER

## Lighthouse Studios LLC

210 Anchor Way  
Newport, RI 02840  
purchasing@lighthousestudios.com

**PO Number:** PO-2026-0813  
**Issue Date:** May 14, 2026  
**Required By:** June 5, 2026  
**Payment Terms:** Net 45

## VENDOR

Westbrook Furniture Co.  
3650 Industrial Parkway  
Grand Rapids, MI 49512  
orders@westbrookfurniture.com

## SHIP TO

Lighthouse Studios LLC  
Attn: Receiving Dock B  
210 Anchor Way  
Newport, RI 02840

Item / Description	Qty	Unit Price	Line Total
Aspen executive desk, walnut finish (SKU WB-410)	4	\$685.00	\$2,740.00
Ergonomic mesh task chair (SKU WB-CH22)	8	\$245.00	\$1,960.00
Modular bookshelf unit, 5-shelf (SKU WB-BS5)	3	\$310.00	\$930.00
Subtotal			\$5,630.00
Freight (FOB destination)			\$185.00
<b>Order Total</b>			<b>\$5,815.00</b>

## Notes

Deliver during business hours (8am-5pm ET). Reference PO number on all packing slips and invoices.

Authorized Signature (Lighthouse Studios LLC)

Date