

Account Number	Contract Number	Invoice Date	Invoice Number	SVC	C V
1	2	3	4	5	6
Your account name Your address Your phone number and contact person					



HOW TO READ YOUR INVOICE

40 East California Blvd.
Pasadena, California 91105-3203
(626) 564-4576 (800) 286-0526
(626) 792-4337 fax
Email info@calinen.com
www.calinen.com

- SPECIALIZING IN**
- Quality Table Linen
 - Chef Cooks Apparel
 - Complete Line Of Health Care Linen
 - Health & Beauty Towels
 - Entrance Mats & Mops

REF #	PRODUCT NUMBER	DESCRIPTION	DEL QTY	MIN QTY	UNIT PRICE	BILLING AMOUNT	ADJUSTMENTS QTY	AMT	LAST DEL	DEL 2	DEL 3	DEL 4	AVG DEL	PREV. INV	CURR INV	OPT. INV
		Items we are delivering	7	8	9	10	11		12				13	14	15	16

- 1- Your account number is used for keeping track of all your invoices. Refer to this number when you need to inquire about accounting.
- 2- Your contract number is used to keep track of delivery information. Refer to this number when you need to inquire about deliveries and service concerns.
- 3- Invoice Date-the day you are receiving the delivery.
- 4- Invoice Number-refer to this number if you have a question regarding this particular invoice.
- 5- Frequency of your service. W if you receive weekly service, E for every other week service
- 6- Your payment terms- C for cash on delivery, L for ledger.
- 7- The amount we are delivering. This amount is the same amount you returned in your soils the previous week, unless you request a different amount.
- 8- The minimum amount that you are being billed for. If this amount is consistently higher than your delivery amount, it indicates that you may need to reduce your inventory quantity.
- 9- The price per unit of each item.
- 10- Minimum billed quantity multiplied by unit price
- 11- Any adjustments that our representatives make to your delivery will be written here.
- 12- The amount we delivered last week for each particular item. This is followed by the previous 3 weeks as well. This helps you keep track of your usage.
- 13- This amount is the average of the last 4 weeks' delivery quantity for each particular item.
- 14- Previous inventory-this shows what your inventory was before your most recent inventory change.
- 15- Current inventory-the inventory we have for your account. This includes what is being delivered, what is on shelf, what is in use, and what is being picked up in soils.
- 16- Optimum inventory-a suggestion of what your inventory level should be based upon the average weekly amount that you return.

Condition of transaction subject to service agreement.	SUB-TOTAL	
	SALES TAX	
Received by. <u>Your signature when you receive the delivery</u> <i>Thank You</i>	AMOUNT THIS INVOICE	
	TOTAL NET ADJUST	▶
Customer responsible for lost and damaged merchandise.	ADJUSTED TOTAL	▶

Comments:
Page 1 of 1

Open time and special delivery instructions