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| No:R2345  **Invoice**  Guy Office Supplies Limited  Main Street  Georgetown | | | | |
| To:  Mr. Remy Mc Leod  Sterling Products Ltd  Point Lisas Industrial Estate  East Bank  Couva | | Date: 8th April, 2020  Due Date: 8 May, 2020  Terms: 5/10, n/30  Trade Discount: 10% | | |
| **Quantity** | **Description** | | **Unit Price** | **Total** |
| 4 | Computer desks | | 1,500.00 | $6,000.00 |
| 2 | Four-drawer lateral filing cabinets | | 1,100.00 | $2,200.00 |
| 24 | Reams A4 white bond typing paper | | 36.00 | $864.00 |
|  |  | | Sub-Total | $9,064.00 |
|  |  | |  |  |
| Terms of Sale | Trade discount: 10% (10/100)\*9,064) | |  | ($906.40) |
|  | |  | $8,157.60 |
| Cash discount: 5%, **account settled on 12th April**, (5/100)\*81,57.60) | |  | ($407.88) |
|  | |  | $7749.72 |
|  | |  |  |
| Add Vat @ 12.5%  (12.5/100)\*7749.72 | |  | $968.72 |
| ` | | Total Due | **$8,718.44** |
| **Sales Officer:** Patricia Lutchman | | | | |