



Go Global Georgia Invoice Sample

Company Name and LOGO SAMPLE COMPANY INVOICE

TO: Georgia Department of Economic Development International Trade Division ATTN: Rhea Jacob 75 Fifth Street, N.W., Suite 1200 Atlanta, Georgia 30308	INVOICE NUMBER: 13579	Use company's internal accounting invoice number.
	TERM: NET 30	
	DATE OF INVOICE:	
DESCRIPTION	AMOUNT	
Economy class airfare-Delta Receipt #1	\$2,100.00	
Hotel 8 nights (\$225/night) Receipt #2	\$1,800.00	The total receipt amounts and line items need to match the invoice SUBTOTAL.
Sub-Total	\$3,900.00	
		The TOTAL needs to match the maximum reimbursement for the trade activity.
	Total Maximum Reimbursement \$2,000.00	
REMIT TO: Company Name ATTN: Contact Name Address Email Address Telephone		Information required to match the the Vendor Management and W9 Forms.

Receipts must be numbered #1, #2, #3 and correspond to the DESCRIPTION line items.