TRAVEL AGENT INVOICE

TRIP INFO

DESTINATION(S): _____

_____

DEPARTURE DATE: _____

DETAILS

DATE: _____

INVOICE NO. _____

TERMS: _____

FROM

COMPANY: _____

ATTN: _____

ADDRESS: _____

CITY, STATE: _____

ZIP: _____

PHONE: _____

E-MAIL: _____

BILL TO

COMPANY: _____

ATTN: _____

ADDRESS: _____

CITY, STATE: _____

ZIP: _____

PHONE: _____

E-MAIL: _____

DESCRIPTION	HRS / QTY	RATE / COST	AMOUNT ($)
		SUBTOTAL	
		DISCOUNT	
		TAX / VAT	
		TOTAL	

NOTES: _____

_____

_____

THANK YOU